



**DEPARTMENT OF DEFENSE**  
**Defense Commissary Agency**  
**Fort Lee, VA 23801-1800**

# **MANUAL**

## **Meat Department Operations**

**DeCAM 40-3.1**  
**March 27, 2013**

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Sales, Marketing and Policy  
OPR: DeCA/MPOS

**1. POLICY.** This Manual implements policies as defined in DeCA Directive (DeCAD) 40-3, “Meat Department Operations,” March 1, 2013, (Reference (a)) and Department of Defense (DoD) Directive 5105.5, “Defense Commissary Agency (DeCA),” March 12, 2008, (Reference (b)) and is in compliance with references listed within this document.

**2. PURPOSE.** This Manual provides detailed step-by-step procedures for carrying out the policy, assigns responsibilities, guidance and procedures for meat operations and the Central Meat Processing Plant (CMPP) in DeCA.

**3. APPLICABILITY.** This Manual applies to DeCA activities.

**4. MANAGEMENT CONTROL SYSTEM.** This Manual contains internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2, “Internal Control Program,” December 17, 2007, (Reference (c)).

**5. RELEASABILITY – UNLIMITED.** This Manual is approved for public release and is located on DeCA’s Internet Web site, [www.commissaries.com](http://www.commissaries.com).

**6. EFFECTIVE DATE.** This Manual is effective immediately.

Delbert L. Myrick  
Director, Operations and Policy Directorate

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## REFERENCES

- (a) DeCA Directive 40-3, "Meat Department Operations," March 1, 2013
- (b) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
- (c) DeCA Directive 70-2, "Internal Control Program," December 17, 2007
- (d) DeCA Directive 40-15, "Managing Accounting, and Reporting of Government Property," August 28, 2007
- (e) DeCA Manual 40-21.1, "Accountability for Commissary Resale Merchandise Manual," February 22, 2010
- (f) DeCA Manual 35-31.3, "Systems Access Manual," June 28, 2010
- (g) DeCA Directive 30-17, "Safety and Occupational Health Program," February 2, 2010
- (h) DeCA Manual 30-17.1, "Safety and Occupational Health Program Manual," February 3, 2010
- (i) DeCA Directive 30-18, "DeCA Security Programs," March 1, 1997
- (j) US Food and Drug Administration Food Code, as adopted by the military Services

## CHAPTER 1

### MERCHANDISING

**1-1. STOCK ASSORTMENT.** The meat department manager, leader, and/or designated meat associate will ensure the proper stock assortment of meat is available at all times throughout the business day to meet customer demand.

- a. All meat department products purchased for resale must be approved by DeCA's Sales Directorate and DeCA's Resale Contracting Division.
- b. The "Authorized Stock" items are specified on Tab 1 and 2 on the "Authorized Stock" list posted on Public Folders, Store Library, Marketing Business Unit (MBU), Meat Issues, and Authorized Stock Listing.
- c. The "Never Out" listing will be store specific based on item movement data being provided by Business Objects. The report will be generated starting on April 1 of that year thru October 1 of that year. The report will be generated again on October 1 of that year thru April 1 of the following year. This report will show the top 30 items in the meat department by store, Universal Product Code (UPC), item description, units sold and dollar sales. This report will be sent from Sales, Marketing & Policy Group (MP) and Store Support Directorate (SOS) for the stores, area offices and zone managers (ZM) and will be available for review at all times. The breakdown of the report will be the top 20 beef items and the top 10 pork items based on item movement for each store.
- d. Ensure an adequate selection of meat cuts is available for all hours of operation. At least three selections of each stock item must be available throughout the entire sales day. Meat cases will not be unloaded or covered until all customers have completed their shopping.
- e. Ensure ongoing stock rotation is maintained in such a manner that product closest to their intended "sell-by" and "pack" date are on top and towards the front of the display case.
- f. Keep displays free of improperly wrapped, leaking and discolored product packages along with abandoned packages, bags, and other debris.
- g. Specific notices and other stock assortment information can be reviewed in Public Folders, Store Library, Marketing Business Unit, and Meat Issues.

**1-2. PRODUCT DISPLAY MANAGEMENT.** Follow the standard case layout plan-o-grams located in Public Folders, Store Library, Marketing Business Unit, and Meat Issues. **Note: Do not exceed display case fill line to ensure proper temperature control.**

- a. Products received fresh, frozen, or processed in the meat department and placed in display cases must have the manufacturer's "sell-by" dates or DeCA standard "sell-by" date printed on the label.

b. Display packages of meat so that the entire display shelves and bottom of the case are covered during hours of operation. During slack periods, a single bottom row display is usually sufficient. During busy periods, display enough packages to ensure a sufficient supply for customer selections by varied size and weight.

c. Ensure all displayed products closest to its labeled “sell-by” date are on top and nearest to the patron. Regardless of the calculated “sell-by” date, meat items that have lost eye appeal must be pulled from the display case. For example, items that have lost their bloom or vacuum are unsuitable for sale and must be removed from the case.

d. Throughout the day, an employee/associate will be assigned to monitor displays to ensure proper stock rotation and to keep displays neat and well-stocked.

e. Always keep displays free of improperly wrapped, leaking and/or discolored packages. If the product is still sellable, these items should be rewrapped with the original “sell-by” date and returned to the case.

f. Ensure that display cases maintain proper lighting with bulb and fluorescent tubes that best reflect your displayed products. Specialty lighting that visually maximizes the appearance of fresh meat can be used with the supporting area director’s approval.

g. Use only Headquarters, Sales Directorate signage. Handwritten signs will not be used unless approved by store management when no other means of printing are available. The use of chalk art signage is highly recommended.

(1) When identifying Manager’s Special items, use authorized sign templates located in Public Folders, Store Library, Marketing Business Unit, and Meat Issues. Print these signs in color whenever possible.

(2) Place all signs in a covered frame or Plexiglas sign holder to keep signs looking new throughout the promotional period.

h. Nutritional and Country of Origin (COOL) information shall be displayed on all cuts of beef and pork.

i. Black dividers with or without garland, black case liner, and black tag channels must be used; however, current items should be utilized until replacements are needed, at which time black must be ordered. Ensure that the divider height is lower than the product fill line in order to maximize the patron’s side vision of displayed products.

## CHAPTER 2

### ORDERING

**2-1. GENERAL.** The store director (SD), meat manager, or designated store associate will ensure meat department ordering personnel are trained in proper ordering procedures.

a. Meat department ordering will be accomplished only by authorized personnel. The employee placing the meat order cannot act as receiver.

b. The SD will provide a list of personnel authorized to order meat items. The list will be posted in designated employee areas and made available to authorized ordering personnel.

c. There are three primary order types: requirements type contract (RTC), a blanket purchase agreement (BPA), and blanket delivery orders (BDO). Maintain vendor folders for each contract supplier with a current copy of their Requisition Order Receipt (ROR) form.

d. The RTCs are the primary source of order for all authorized stock of meat department products. The RTC vendors are responsible for obtaining secondary back-up suppliers for shortages. Ordering from a BPA or BDO will only be authorized if the RTC vendor cannot obtain back-up for shortages. When the RTC cannot provide sufficient back-up, the meat department manager will notify the contracting officer (KO), the Sales Directorate meat specialist, and their supporting area point of contact (POC).

e. Before placing orders, review on-hand stock, and estimate the quantity needed to operate until the next delivery, plus one additional day's stock requirements for safety level. In remote locations or areas subject to severe weather conditions, provide a 3-day safety level.

f. Meat orders for RTC contracts will be placed using Direct Store Delivery – Single (DSD-S) procedures. Ordering is performed with a radio frequency hand held terminal (RF-HHT) or in the DeCA Interactive Business System (DIBS) by scanning items from an order worksheet or by manually keying in the items to be ordered and the quantity. Random weight items are ordered by the case but received by actual weight. The call number is automatically assigned based on the month of the required delivery date.

(1) If orders are placed for items which are received into two or more departments or storage points, a separate order and call number should be used for each delivery point.

(2) Documentation and detailed procedures for DSD-S ordering can be found at OneNet, Systems, DeCA's Interactive Business System/Computer Assisted Ordering/Warehouse Management System (DIBS/CAO/WMS) User's Manual, Headquarters, and Web DSD-S Materials.

g. When placing orders using a BPA or BDO, the designated meat representative must obtain a manual call number from the Office of the Store Director (SDO) and record it on the ROR. The vendor must be given the call number at the time the order is placed.

h. Maintain a vendor call number log sheet and place in a folder to record individual call numbers for each vendor and the scheduled date of delivery. Review the vendor call number folder daily to track delivery of all pending call numbers.

i. Product ordered for branch or site commissaries will be ordered per established procedures provided by the SD, meat manager, or designated store associate.

## **2-2. EUROPE AREA – CENTRAL MEAT PROCESSING PLANT (CMPP)**

a. The CMPP will order primal/sub-primal and coarse ground beef using the Europe Area's Overseas Ordering Point (OOP) of the DeCA Overseas Ordering and Receiving System (DOORS). Fresh pork is overseas acquired (OSA) and ordered as required under the provisions of established contracts.

b. Europe area commissaries must request access to the CSB System International Company meat shop web ordering system by submitting DeCA Form (DeCAF) 35-1, Request for DeCA Automated Information System (AIS) Login, to the Enterprise Service Desk. Commissaries must ensure adequate users are trained and have access at all times.

c. Europe Area commissaries will place orders via CSB web shop automated ordering systems. If CSB system is inoperable, the preferred method is by e-mail to the CMPP. Commissaries must submit orders within established time frames to ensure timely processing and delivery. Special orders will be accepted via CSB system. If the CSB system is inoperable, the preferred method is by e-mail addressed to EU CMPP up to 10:00 am on the day the orders are processed at the CMPP. The CMPP routinely features Managers Special items. Commissaries are required to display, with appropriate promotional signage, at least one Manager Special item at all times.

d. Europe area commissary personnel will order sufficient quantities of product for optimum customer selection during all operating hours and limited quantities of frozen product for use in the event of delivery delays. Personnel will send separate orders for frozen products so that product may be properly code-dated with a 6-month shelf life.

## **CHAPTER 3**

### **RECEIVING**

**3-1. GENERAL.** The SD, meat manager, or designated store manager will ensure meat department receiving personnel are trained in the proper receiving procedures to include the requirement for the Department of Defense Activity Code (DODAAC), call order number, and Procurement Identification Number (PIIN) to be entered on the commissary and vendor copies of delivery tickets prior to the departure of the vendor delivery personnel.

a. The SD, or designated store manager, will appoint and ensure only authorized personnel who have been fully trained in receiving procedures will receive merchandise into commissary accounts.

b. A list of personnel authorized to receive meat items will be posted in designated employee areas, receiving areas and made available to authorized receiving personnel.

c. The employee who places the meat order cannot act as a receiver for that order.

### **3-2. RECEIVING.**

a. When receiving bulk or random weight meats, 10 percent of the master containers will be randomly selected from throughout the shipment, weighed, and the contents of the open boxes be visually confirmed.

b. When merchandise is received under Frequent Delivery System (FDS), FDS pallet and case counts will be completed in accordance with (IAW) the terms of the distributor memorandum of understanding (MOU) and/or the CA contract receiving requirements. Once receiving is completed, the procedures described in 3-2a above will be accomplished on random weight items received in the FDS shipment.

c. When any portion of the 10 percent that is weighed is not the same weight as the weight on the vendor's delivery ticket, the entire shipment will be weighed.

d. Shortages and/or non-conforming product issues shall be noted on the vendor's delivery documents. This document will be signed by the receiver and vendor's delivery representative.

e. Delivery documents must include total cases, pounds, or pieces received and then are signed and dated by the receiver.

f. Shortages of FDS products will be handled IAW the FDS MOU.

g. If available and on site, the receiver will notify the medical food inspector (MFI) of all meat deliveries in order for the MFI to perform the necessary inspections for wholesomeness, etc.

h. If no MFI is available, inspection and evaluation of products for contract requirements is the responsibility of store management and/or receiving personnel.

i. Non-conforming products and the action taken, i.e., price adjustment or rejection, will be identified on DeCAF 10-21, Product Inspection Report (Figure 3-1).

(1) Department managers, leaders, and/or designated meat associates are required to complete and sign DeCAF 10-21, and forward results to the designated Resale Contracting Directorate contracting officer, Sales Directorate meat specialist, their supporting area POC, and their area food safety officer.

(2) When necessary, the commissary will accept and hold non-conforming products delivered by common carriers in a segregated, refrigerated or freezer applicable areas until disposition instructions are provided by the vendor.

(3) The SD, or store manager designee, will assign an employee/associate to follow up on non-conforming items with the vendor.

j. The receiver will place the date of delivery with a label gun or written in indelible ink on each case received.

### **3-3. CMPP DELIVERIES TO EUROPE AREA COMMISSARIES.**

a. Commissary receivers will ensure delivery truck seals are intact and that seal numbers on delivery documents match truck seals.

b. Receivers will reference receiving procedures above. Additionally, they must verify the package weight against the total case box weight during the 10 percent inspection.

c. Commissary receivers will record discrepancies, stamp using their store stamp, sign legibly, date, and forward all delivery documents to the SDO. The CMPP manager and/or deputy must be notified of any discrepancies, via e-mail or phone, within 24 hours; the CMPP manager will investigate and contact the Europe area safety office if necessary. Noted discrepancies must be coordinated with the CMPP prior to forwarding DeCAF 70-20, Subsistence Request for Issue, Turn-in or Transfer, for processing.

### **3-4. FOOD DEFENSE.**

a. The delivery vehicle will be examined at time of delivery for locks or seals as deemed appropriate for the current Force Protection Condition and comply with installation food defense policy.

b. Upon opening the vehicle, the condition of the vehicle and product will be ascertained and any evidence of tampering will result in the vehicle being closed and notification of appropriate security and medical food inspection personnel.

DEFENSE COMMISSARY AGENCY <b>PRODUCT INSPECTION REPORT</b> (For use of this form, see DeCAH 10-11; OPR is DO)		DATE OF REPORT:	
<b>PART I</b>			
TO: Defense Commissary Agency Resale Contracting Division (PSC) 1300 E. Avenue Fort Lee, VA 23801-1800		FROM: (Inspection Unit Address)	
DODAAC:		PHONE: _____	
CONTRACT NUMBER:		COMMISSARY:	
CALL NUMBER:		CONTRACTOR NAME:	
REPORT NUMBER:		MANUFACTURER:	
<b>PART II</b> <i>Non-Conforming Items Only</i>			
ITEM DESCRIPTION:		ITEM DESCRIPTION:	
UPC & IMPS #:		UPC & IMPS #:	
LOT SIZE:		LOT SIZE:	
NONCONFORMANCE:		NONCONFORMANCE:	
ITEM DESCRIPTION:		ITEM DESCRIPTION:	
UPC & IMPS #:		UPC & IMPS #:	
LOT SIZE:		LOT SIZE:	
NONCONFORMANCE:		NONCONFORMANCE:	
MEDICAL FOOD INSPECTOR (MFI)/ DEPARTMENT MANAGER: (please print)			DATE OF INSPECTION:
<b>PART III</b>			
1a. REQUIRED DELIVERY DATE: _____		2. WHAT WAS THE INTERNAL TEMPERATURE OF THE PRODUCT AT THE TIME OF DELIVERY? _____	
b. ACTUAL DELIVERY DATE & TIME: _____			
c. WAS PRODUCT ACCEPTED/REJECTED? _____			
3a. TOTAL # OF CASES ORDERED: _____		4a. WAS A MONETARY ADJUSTMENT MADE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
b. WAS THE SHIPMENT COMPLETE? <input type="checkbox"/> YES <input type="checkbox"/> NO		b. IF SO, WHAT WAS THE TOTAL DOLLAR ADJUSTMENT? \$ _____	
c. IF NOT, HOW MANY ITEMS WERE SHORTED? _____		c. WHAT WAS THE VENDOR CREDIT NUMBER? _____	
		d. CONTRACTOR POC: _____	
DEPARTMENT MANAGER/MFI REMARKS:			
ORDERING OFFICER'S PRINTED NAME AND SIGNATURE:		DATE	PHONE
<b>PART IV</b>			
CONTRACTOR COMMENTS:			
CONTRACTOR REPRESENTATIVE'S PRINTED NAME AND SIGNATURE:		DATE	PHONE

DeCA Form 10-21, Feb 2008

Supersedes DeCA Form 10-21, Feb 1998, Previous editions are obsolete.

**DeCAF 10-21, Product Inspection Report  
Figure 3-1**



## CHAPTER 4

### PRICING AND PROCESSED ITEM TESTS

**4-1. PRICING STRATEGY.** DeCA sells at cost, which is a combination of the delivered cost and an authorized markup to recoup shrinkage loss affecting the overall salable yield.

a. Processed cuts extracted from a single sub-primal shall be priced the same, excluding ground beef trim, stew meat, and cube steak. For example, cuts extracted from an inside round, i.e., top round steak, top round roast, London broil, thin sliced top round, and kabobs would all reflect the same sell price per pound. This process must be applied to all processed cuts extracted from all sub-primal products with the exception of beef short loins and bladeless pork loins.

b. Beef short loins shall maintain three prices. There will be one price for the porterhouse, t-bone and bone-in strip loin, one price for the back rib, and one price for the boneless top loin steak. The boneless top loin steak price will be priced the same as the cutting test price per pound for the beef strip loin.

c. Bladeless pork loin shall maintain two prices; one price for rib and loin chops (center loin section) and one price for sirloin, blade, and country style (end loin sections).

d. All fresh beef trim extracted from primal/sub primal sources shall be included on the actual cutting test (ACT) and processed as 80 percent lean ground beef.

e. Cube steak and stew meat will be extracted from one sub-primal of Choice beef and be reflected on all cutting tests, regardless if additional cube steak or stew meat was extracted from a different sub-primal. Whichever sub-primal is chosen, the price for either cube steak or stew meat will be priced the same as the other cuts extracted from that sub-primal, with the exception of ground beef trim. For example, if cube steak and stew meat are to be extracted from the outside round, the price for the cube steak and stew meat would be the same price as all other cuts extracted from the outside round i.e., rump roast, bottom round roast, and bottom round steak. If additional cube steak or stew meat is extracted from a different sub-primal, such as the inside round, the cube steak and/or stew meat would be priced the same price as the outside round's cutting test price; this same price will also be annotated on the inside round's cutting test to maintain pricing consistency.

f. Cutting tests must be reflective of daily cutting and trimming methods in order to obtain average yields of meat cuts.

**4-2. WHOLESALE PRICES.** Wholesale prices are those prices listed on the current ROR and RTC prior to any applicable markup.

**4-3. SELLING PRICES.** Selling prices are determined by the yield results of the processed item cutting test plus an authorized markup to recoup shrinkage losses.

a. A markup of 5 percent or less is authorized to compensate for losses resulting from product shrink on primal or sub-primal that has been processed.

b. Pre-packaged items that are not supported by a guaranteed sale agreement by the supplier and/or broker are authorized a markup of 5 percent or less to compensate for non-reimbursed product shrinkage.

c. Manager's specials will be priced at cost or below using good judgment based on the overall gain/loss financial status of the department. Sales Directorate meat specials may apply to specified locations.

d. Whole or sub-primal of beef will be sold at cost if displayed in their Cryovac package. This includes briskets, beef tenderloins and oxtails.

e. Pork spareribs, pork baby back ribs, Boston butts, boneless loins, pork shoulders and non-flavored pork tenderloins from the RTC contract will be permitted to be marked up **“No more than 5 percent”**.

f. Case ready beef and pork from an RTC contract that are received in an air-sealed mother bags, will be permitted to be marked up **“No more than 5 percent”** to recoup any markdowns.

g. Europe area commissary labels will reflect the full retail price. The commissary receives product at full retail price less an authorized shrink allowance (commissary portion of the CMPP markup). This allowance enables the commissary to recoup routine salvage losses from vacuum package deterioration and price reductions. Authorized shrink allowances are:

(1) 1 percent for Class C and D commissaries.

(2) 2 percent for Class A and B commissaries.

(3) **EXCEPTION:** Due to special packaging requirements for fresh meats and their delivery schedules, the Lajes, Incirlik, Izmir, and Ankara commissaries are authorized a 3 percent shrink allowance. Frozen product, shipped via surface transportation to locations in Turkey, will revert to the 1 percent shrink allowance.

**4-4. PRICE LIST.** The meat department manager, lead or designated meat associate will establish and maintain a current price list on all processed and non-processed items. All price lists must be approved with signature and dated by the SD, or authorized designated representative. The current Automated Retail Cuts reports, extracted from the Automated Cutting Test Program, will be used as the processed item price list. The meat manager, lead and/or designated meat associate will maintain a hard copy of all weekly pricing for a period of one year. **Note: The price on a product's label must agree with the approved price list.**

**4-5. ADJUSTING PRICES.** The meat department manager, lead, or designated meat associate will adjust prices of processed and pre-packaged items when cost prices change and/or to adjust for inventory overages and shortages in order to maintain overall financial compliance while not exceeding the allowable 5 percent markup for non-guaranteed items. Should price changes occur with a significant difference from the previous week's price, a gain or loss of significant dollars could occur. Do not employ new prices until the previous week's levels have been depleted or reduced to a level that would not affect the department's financial compliance.

**4-6. CENTRAL MEAT PRICING.** Under a central meat pricing concept, sell prices for all processed meat items shall be established based on random cumulative cutting test results from all processing markets within that particular price zone.

a. Price zones are established considering the following criteria: geographical boundaries, suppliers, and contractual requirements.

b. Central pricing procedures will be developed and approved by DeCA Headquarters Sales Directorate as applicable to all central meat pricing locations.

**4-7. CUTTING TEST FREQUENCY.** The ACT procedural manual is located in Public Folders, Store library, Marketing Business Unit, Meat Issues.

a. To maintain the meat department's financial status, new cutting tests are required when there is a change in meat department management or when the RTC is awarded to a new supplier. Save the last cumulative cutting test, then clear the cumulative test, prepare a memorandum for record explaining the cause of creating a new cutting test, and start the initial cutting tests.

b. After initial startup cutting tests are completed, physical cutting tests will be processed monthly and documented on the meat program ACT file, located on and accessed through the store's meat department computer. The cutting test will be approved within one week of completion.

c. The monthly cutting test frequency may be changed to quarterly when the sub-primal combined tag weight total on the consolidated test reaches an amount equal to or greater than the amount processed in a week's time.

d. If the total salable yield on the most recent monthly cutting test differs by more than 2 percent from the salable yield on the most recent consolidated cutting tests or the yield is less than the standard yield for the primal being tested, a new cutting test must be started. Save the last cumulative cutting test, then clear the cumulative test, prepare a memorandum for record, and start the new monthly cutting test. The standard yields for all primal are located in Public Folders, Store Library, Marketing Business Unit, Meat Issues, and Yield Minimums.

e. When making item changes to the existing cumulative cutting test, save last month's cumulative test, clear the cumulative test, prepare a memorandum for record explaining the cause

of creating a new cutting test, and begin a new monthly cutting test. For example, the monthly inside round cutting test is changed by adding London broil and deleting kabobs. Either add or delete action would predicate the need to close out the existing cumulative tests and start with a new monthly test reflecting the changes in processed items. Failure to start a new monthly, non-consolidated test, when changes are made to the items listed on the cutting test, could significantly impact the department's financial status.

f. Ensure the person who computed the consolidated test signs in the blocks, "Results Conducted By." The SD or designated approving official must sign in the block, "Test Approved By," to indicate approval of the consolidated cutting test. The test will be dated the day new prices go into effect.

g. Record the cutting tests using the automated cutting test form for all processed meat items and maintain in a separate folder for each processed meat item. The form will be approved by the SD, or designated approving official, by signature and date.

h. Meat managers, leads, and/or designated meat associate will maintain a disk or hard copy of all processed item cutting test files for a minimum of one year.

i. CMPP personnel will perform monthly cutting tests to establish salable yields. Established retail prices change monthly as acquisition prices change. The retail price of each cut is determined after adding a markup of 0 to 5 percent to the cost price.

#### **4-8. PRODUCT CONFORMANCE, ANALYSIS AND SPECIFICATION EVALUATION.**

DeCA's policy is to purchase only United States Department of Agriculture (USDA) certified meats in accordance with current specifications approved and stated within DeCA's meat contracts.

a. Upon delivery, the MFI or store management will inspect the product for compliance with contract requirements. The MFI will identify non-conformance, report findings and make recommendations to management. MFIs will reject the shipment if unwholesome; products deemed unwholesome will not be accepted.

b. Should it be determined there is a need to accept non-conforming product, the SD, meat manager, Lead, or designated associate will contact the vendor to request an appropriate price adjustment based on the extent of the non-conformance.

c. Before price adjustments are made on a delivery ticket/receiving document, inform the vendor of the problem, obtain a claim number, the name of the person issuing the claim number, date and time, and record this information on the receiving document.

d. The MFI will provide input to the meat manager, lead, or designated associate, who will then prepare and attach DeCAF 10-21, Product Inspection Report, or other suitable documentation, such as a signed memo explaining non-conformance to identify and document any contract discrepancies, non-conformance, or price adjustments.

e. Forward the completed and signed DeCAF 10-21 to the assigned Resale Contract Directorate contracting officer, Sales Directorate meat specialist, supporting area POC, and the area food safety officer.

f. Coarse ground beef will not require a daily fat test unless combined with market trimmings or there are perceived non-conformance issues.

(1) If a non-conformance is found on coarse ground beef, then DeCAF 10-21 must be completed according to the directions found in DeCA Handbook 10-11, Ordering Guide for Resale Items.

(2) Should the need for independent laboratory testing of ground beef products become necessary to validate pre-certified tolerances of coarse ground beef, refer to guidance published in Public Folders, Store Library, Marketing Business Unit, Meat Issues, Procedural or Policy Changes.

g. Meat department management, lead, and/or designated meat associate will conduct a fat analysis test on each batch of market trimmings processed into 80 percent ground beef and record the findings on DeCAF 40-8, Fat Analysis Record for Ground Beef (Figure 4-1).

(1) Finished ground beef will not be reworked to increase the lean-to-fat ratio.

(2) Non-conforming products will be reduced in price, 2 cents per pound for each percent of non-conformance, and displayed for quick sale. Documentation supporting price reductions will be retained on file for one (1) year.

(3) The MFI may perform ground beef tests at their discretion or as requested by higher authority.

h. In-house ground beef fat testing cannot be used for contract price adjustments due to equipment accuracy tolerances and contract agreement. Non-conforming price adjustments must be supported by the results provided by authorized independent testing facilities.

i. Items used for food inspection sample(s) will be recorded on DD Form 1222, Request for and Results of Tests (Figure 4-2), or other appropriate laboratory sample form. United States Air Force Public Health utilizes the DD Form 1222. U.S. Army Public Health Command personnel use DA Form 7539, Request for Veterinary Laboratory Testing and Food Sample Record (Figure 4-3). Further guidance and a sample form may be obtained from a DeCA Headquarters Food Safety and Quality Assurance advisor.

(1) The meat department manager, lead, or designated associate will forward DD Form 1222 or DA Form 7539, to the SDO for processing as a credit to the meat department account.

(2) Meat prices will not be adjusted to make up for the value of the food inspection samples.

(3) Sampling by the USDA is authorized.

#### 4-9. SHELF LIFE PARAMETERS OF FRESH PROCESSED AND PRE-PACKAGED MEATS.

##### a. Fresh Processed In-Store Wrapped Products.

ITEM	SHELF LIFE	DISPOSITION INSTRUCTIONS
Ground meat (beef, pork), chili meat	1 day	Mark down and sell or freeze by close of business on the “sell-by” date. See note 1.
All bone-in or boneless products sliced or cut less than ¼-inch thick, all bone-in or boneless products cubed or diced	2 days	Mark down and sell or freeze by close of business on the “sell-by” date. See note 1.
Beef roast, beef steaks, beef ribs, fresh pork	3 days	Mark down and sell or freeze by close of business on the “sell-by” date. See note 1.
Fresh beef trimmings. See note 2.	48 hours (cover tubs in cooler and apply date, time, and percentage of lean ratio). See note 3.	Grind, up to shelf life parameters for resale, or freeze by close of business on last day of the shelf life.

**Note 1:** To establish the “SELL-BY” date, add a day to the shelf life. Example: Ground beef produced on day 10 of the month would have a “SELL-BY” date on day 11 of the month.

**Note 2:** Processed beef items will not be reworked into ground beef or other cuts.

**Note 3:** The only exception is when stores are closed for two consecutive days. Stores that fall into this category may process trimmings that were generated on the day prior to closure. For example, a store that routinely closes on Sunday, and the following Monday is a holiday, may process Saturday’s trimmings on the following Tuesday. Under no circumstances will trimmings over 72 hours be processed into ground beef products.

##### b. Prepackaged Fresh, Cured and Smoked Meat Products.

Prepackaged fresh, smoked, and cured meat products packaged by the manufacturer in non-conventional packaging	“Sell-by” date per the manufacturer’s specification.
Non-conventional packaging includes: vacuum seal pack (vs.), modified atmosphere pack (map), and traditional vacuum packaging	Obtain specified prepackaged manufacturer’s shelf life parameters from representing product suppliers/manufacturers/brokers for all prepackaged items. Maintain and have this information available for reference and inspection review at all times.

c. Previously Frozen and Sold Tempered.

Merchandise received frozen and sold chilled.	Pre-packaged and bulk processed foods received frozen and sold chilled must be received and stored in a frozen condition.
Merchandising of food products that are received and stored frozen, then displayed chilled is permitted provided all the applicable conditions listed are met.	Displayed product must be labeled with a "sell-by" date. The "sell-by" date will ensure products are sold within 5 days after thawing or within the time frame recommended by the manufacturer.

d. Previously Fresh and Sold Frozen.

Products previously merchandised in a fresh format that require freezing to extend the "sell-by" date, intended to minimize product loss.	Not to exceed 30 days beyond the original "sell-by" date
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**Note 4: Do not process/sell past the 30 day period without MFI approval. Any sub-primal case in the meat cooler that has exceeded the authorized warranty date must have written approval from the MFI.**

**Note 5: Primals or Sub-Primals that have reached their RTC warranty date may have the date initially extended by the MFI if upon inspection the product is found fit for human consumption to protect the accountability of government-owned product losses. The DeCA Area Consumer Safety Officer will be notified to assist in with coordination with the medical authorities. Questions can be addressed by the Quality Assurance specialist, Resale Contracting Directorate (MPR).**

**Note 6: Remember to apply the FIFO (first in, first out) rule in the meat coolers at all times. All products will be dated the date it was received by the commissary.**

CONUS warranties extensions will not exceed 30 days past the initial warranty date.	OCONUS warranties extensions will not exceed 60 days past the initial warranty date.
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FAT ANALYSIS RECORD FOR GROUND BEEF													
<i>(For use of this form, see DeCAD 40-19; OPR is DO)</i>													
COMMISSARY NAME					MONTH OF: <u>    </u> /20 <u>    </u>								
	REG GROUND BEEF NOT LESS THAN LEAN		LEAN GROUND BEEF NOT LESS THAN LEAN		EX LEAN GROUND BEEF NOT LESS THAN LEAN			REG GROUND BEEF NOT LESS THAN LEAN		LEAN GROUND BEEF NOT LESS THAN LEAN		EX LEAN GROUND BEEF NOT LESS THAN LEAN	
DAY	%	INIT.	%	INIT.	%	INIT.	DAY	%	INIT.	%	INIT.	%	INIT.
1							17						
2							18						
3							19						
4							20						
5							21						
6							22						
7							23						
8							24						
9							25						
10							26						
11							27						
12							28						
13							29						
14							30						
15							31						
16													

DeCA Form 40-8, Jul 1991

Supersedes AF Form 2369 and TSA Form 204-R

**DeCAF 40-8, Fat Analysis Record for Ground Beef**  
**Figure 4-1**



<b>REQUEST FOR AND RESULTS OF TESTS</b>					PAGE NO. 1	NO. OF PAGES 1
<b>SECTION A - REQUEST FOR TEST</b>						
1. TO (Include ZIP Code)			2. FROM (Include ZIP Code)			
3. PRIME CONTRACTOR AND ADDRESS (Include ZIP Code)			4. MANUFACTURING PLANT NAME AND ADDRESS (Include ZIP Code)			
CONTRACT NUMBER			P.O. NUMBER			
5. END ITEM AND/OR PROJECT		6. SAMPLE NUMBER	7. LOT NO.	8. REASON FOR SUBMITTAL	9. DATE SUBMITTED	
10. MATERIAL TO BE TESTED	10a. QUANTITY SUBMITTED	11. QUANTITY REPRESENTED		12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE		
13. PURCHASED FROM OR SOURCE		14. SHIPMENT METHOD		15. DATE SAMPLED AND SUBMITTED BY		
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS.						
17. SEND REPORT OF TEST TO						
<b>SECTION B - RESULTS OF TEST</b> <i>(Continue on plain white paper if more space is required)</i>						
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED			3. LAB REPORT NUMBER	
4. TEST PERFORMED	RESULTS OF TEST	SAMPLE RESULT	REQUIREMENTS			
DATE	NAME AND TITLE OF PERSON CONDUCTING TEST			14b. SIGNATURE		

**DD FORM 1222, FEB 62 (EF)**

REPLACES DD FORM 1222, 1 JUL 58, WHICH IS OBSOLETE

This form was designed by FormSoft Group, Ltd. using FormFlow v3.1

**DD 1222, Requests For and Results of Tests  
Figure 4-2**

<b>REQUEST FOR VETERINARY LABORATORY TESTING &amp; FOOD SAMPLE RECORD</b> For use of this form, see AR 40-657; the proponent agency is OTSG.									
<b>1. FROM:</b>			<b>2. POINT OF CONTACT:</b> Name: _____ Phone: _____ Station Identification Number: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> </div>				<b>3. CONTROL NUMBER:</b>		
<b>5. PRODUCER/MANUFACTURER (Name, Address and Phone):</b> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div>			<b>4. TO:</b> <input type="checkbox"/> VETCOM FADL <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> VLE</span> <span><input type="checkbox"/> SAHRAIN</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> HAWAII</span> <span><input type="checkbox"/> KOREA</span> </div>						
<div style="display: flex; justify-content: space-between;"> <div style="width: 55%;"> <b>6. REASON FOR SUBMISSION:</b>  <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <input type="checkbox"/> Suspected foodborne illness (contact laboratory prior to submission)   <input type="checkbox"/> Suspected foreign material/object   <input type="checkbox"/> Customer return/complaint (provide synopsis of incident/problem and local inspection results in the Remarks section below).   <input type="checkbox"/> OTHER (Specify): _____                             </div> <div style="width: 30%;"> <input type="checkbox"/> Destination monitoring program   <input type="checkbox"/> Contract compliance   <input type="checkbox"/> Proximate analysis                             </div> <div style="width: 30%;"> <b>Sanitation Audits</b>  <input type="checkbox"/> Initial   <input type="checkbox"/> Special   <input type="checkbox"/> Directed routine   <input type="checkbox"/> Routine                             </div> </div> </div> </div>									
<b>7. SAMPLES SELECTED FROM:</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <input type="checkbox"/> DECA      <input type="checkbox"/> MWR      <input type="checkbox"/> PLANT   <input type="checkbox"/> Exchange      <input type="checkbox"/> Exchange vendor      <input type="checkbox"/> Prime vendor   <input type="checkbox"/> Commercial establishment   <input type="checkbox"/> OTHER: _____                             </div> </div>					<b>8. DATE SAMPLE(S) SELECTED:</b> _____ thru _____ <b>9. SHIPMENT TEMPERATURE CONDITIONS:</b> <input type="checkbox"/> Room temperature <input type="checkbox"/> Frozen <input type="checkbox"/> Chilled - include 1 temperature pilot per shipping container				
<b>10. INSPECTOR'S SIGNATURE</b>					<b>11. ACCOUNTABLE OFFICER'S SIGNATURE</b>				
<b>12. REMARKS (use additional paper if necessary):</b>									
<b>FOR LABORATORY USE ONLY</b>									
<b>SHIPPING CARRIER TRACKING NUMBER:</b>				<b>LABORATORY REPORT NUMBER:</b>				<b>RECEIVED:</b>	
<b>RECEIPT TEMPERATURE:</b> _____				<b>SAMPLE(S) FOR ANALYSIS BY:</b> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> CHEMISTRY      <input type="checkbox"/> MICROBIOLOGY                     </div>					

**DA 7539, Requests for Veterinary Laboratory Testing and Food Sample Record, Page 1**  
**Figure 4-3**

13. SAMPLE INFORMATION (Complete as much information as is available):			LAB REPORT #
<b>SAMPLE NUMBER 1</b>	<b>FOR LABORATORY USE ONLY</b>		
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
<b>SAMPLE NUMBER 2</b>	<b>FOR LABORATORY USE ONLY</b>		
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
<b>SAMPLE NUMBER 3</b>	<b>FOR LABORATORY USE ONLY</b>		
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
<b>SAMPLE NUMBER 4</b>	<b>FOR LABORATORY USE ONLY</b>		
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
<b>SAMPLE NUMBER 5</b>	<b>FOR LABORATORY USE ONLY</b>		
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
<b>SAMPLE NUMBER 6</b>	<b>FOR LABORATORY USE ONLY</b>		
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
FOR ADDITIONAL SAMPLES, USE ADDITIONAL COPIES OF PAGE 2.			

**DA 7539, Requests for Veterinary Laboratory Testing and Food Sample Record, Page 2**  
**Figure 4-3**

## CHAPTER 5

### PROCESSING AND TRIM REQUIREMENTS

**5-1. GENERAL.** CONUS and OCONUS stores will purchase case ready beef, pork, lamb, and veal offal's IAW the authorized stock items posted in Public Folders, Store Library, Marketing Business Unit (MBU), Meat Issues. In-house processing of these items is not authorized.

**5-2. BEEF.** Steaks and roasts should be cut to a variety of thicknesses to satisfy customer demand. Specific details on individual beef cuts are described below:

- a. Fat that is bordering on all processed fresh meats shall not exceed 1/4 inch thickness at any point of measurement and not less than 1/8 inch.
- b. Tail on beef loin, t-bone, and porterhouse steaks. Tail is defined as 1 inch below the longissimus dorsi and must remain; anything more than 1 inch will be removed.
- c. Fat and tissue will be removed from beef cubed steaks before tenderizing.
- d. Fat/tissue that is bordering will be removed from beef for use as stew beef, fajita strips, thin sliced meats, and kabobs.
- e. All beef offal items will be merchandised pre-cut and case ready as specified within the "Authorized Item" list posted in Public Folders, Store Library, Marketing Business Unit, and Meat Issues.
- f. Trimmings must be marked with the percent of lean/fat ratio, date, time and used within 48 hours. **The only exception is when stores are closed for two consecutive days. Stores that fall into this category may process trimmings that were generated on the day prior to closure. For example, a store that routinely closes on Sunday, and the following Monday is a holiday, may process Saturday's trimmings on the following Tuesday. Under no circumstances will trimmings over 72 hours be processed into ground beef products.**
- g. Coarse ground beef is the preferred ingredient for ground beef products. Ground beef will be ground from trimmings derived from processed beef to support the anticipated current day's sales. Fresh ground beef may be sold the day after production if it is presented for sale within its original intended fresh "sell-by" date. At least two (2) ground beef selections will be offered in all meat departments and labeled as follows:
  - (1) Ground beef, not less than 80 percent lean
  - (2) Ground beef, not less than 93 percent lean
  - (3) Ground beef, not less than 96 percent lean

- (4) Ground beef, not less than 97 percent lean

**5-3. LAMB.** Pre-cut or pre-packaged lamb will be stocked only IAW the authorized stock items list posted in Public Folders, Store Library, Marketing Business Unit, Meat Issues. Ground lamb for patties will not be less than 85 percent lean and will be labeled accordingly.

**5-4. VEAL.** Pre-cut or pre-packaged veal will be stocked only IAW the authorized stock items list posted in Public Folders, Store Library, Marketing Business Unit, Meat Issues. Ground veal for patties will not be less than 85 percent lean and will be labeled accordingly.

**5-5. PORK.** All processed pork cuts will be neatly trimmed and packaged with bordering fat thickness not to exceed 1/4 inch thick and not less than 1/8 inch.

a. Boneless pork IAW the authorized stock items list posted in Public Folders, Store Library, Marketing Business Unit, Meat Issues, will be merchandised pre-cut and case ready through the RTC supplier for CONUS commissaries.

b. Bone-in pork IAW the authorized stock items list posted in Public Folders, Store Library, Marketing Business Unit, Meat Issues, will be processed in all CONUS commissaries.

c. Supported CONUS meat departments will merchandise case ready boneless and bone-in pork through the RTC supplier IAW the authorized stock items list posted in Public Folders, Store Library, Marketing Business Unit, Meat Issues.

d. Use **only** pre-packaged chub, case ready ground pork and/or patties.

e. All pork offal items will be merchandised pre-cut and case ready as specified within the authorized item processing list posted in Public Folders, Store Library, Marketing Business Unit, Meat Issues.

f. The processing of pork must be accomplished on equipment that was properly cleaned, sanitized and allowed to air dry. It is not acceptable to process pork after beef without performing a full cleaning, sanitizing and air drying process.

**5-6. SMOKED MEATS.** Pre-packaged smoked meats will be stocked only IAW the authorized stock items list posted in Public Folders, Store Library, Marketing Business Unit, Meat Issues.

**5-7. SPECIAL SERVICE ORDERS.** Special service is providing customers with different cuts of meat, other than what is displayed, when a quantity is desired by the customer that exceeds the normal amount stocked in the display case or when a customer requests re-configuration of case displayed products.

a. Customer special order requests will be accepted and recorded on DeCAF 40-1,


Commissary Patron Special Order Form (Figure 5-1).

b. Do not deplete the display case to fill orders for large quantities. This practice will decrease the selection of merchandise for other customers.

c. Special orders shall be processed at the earliest point after a customer request, preferably during the customer's presence, and not to exceed 24 hours for items that do not require ordering.

d. A working bell or buzzer system with highly visible "Special Order" signage must be displayed within easy access and vision to the customer.


**Note: Store associates or vendor stockers who are entitled to commissary privileges are not permitted to prepare, price, or wrap special orders which they are going to purchase for themselves or their families. This prohibition includes meat scraps, trimmings, suet, fat, and bones.**

 <b>COMMISSARY PATRON SPECIAL ORDER FORM</b> <i>(For use of this form, see DeCAD 40-1; OPR is DO.)</i>		
COMMISSARY NAME		
<input type="checkbox"/> GROCERY DEPARTMENT <input type="checkbox"/> MEAT DEPARTMENT <input type="checkbox"/> PRODUCE DEPARTMENT <input type="checkbox"/> BAKERY <input type="checkbox"/> DELI <input type="checkbox"/> SEAFOOD DEPARTMENT <input type="checkbox"/> SPECIALTY SHOPS		
ITEM DESCRIPTION	SIZE/THICKNESS	QUANTITY
DATE ITEMS NEEDED	PATRON'S NAME	PHONE NUMBER
EMAIL ADDRESS		
EMPLOYEE ACCEPTING ORDER	COMSY PHONE NUMBER	DATE

DeCA Form 40-1, Nov 2010

Supersedes DeCA 40-1, Jan 2000

Top copy to Patron; Bottom copy retained by Commissary (Store remarks may be annotated on the back of Commissary Copy)

 <b>COMMISSARY PATRON SPECIAL ORDER FORM</b> <i>(For use of this form, see DeCAD 40-1; OPR is DO.)</i>		
COMMISSARY NAME		
<input type="checkbox"/> GROCERY DEPARTMENT <input type="checkbox"/> MEAT DEPARTMENT <input type="checkbox"/> PRODUCE DEPARTMENT <input type="checkbox"/> BAKERY <input type="checkbox"/> DELI <input type="checkbox"/> SEAFOOD DEPARTMENT <input type="checkbox"/> SPECIALTY SHOPS		
ITEM DESCRIPTION	SIZE/THICKNESS	QUANTITY
DATE ITEMS NEEDED	PATRON'S NAME	PHONE NUMBER
EMAIL ADDRESS		
EMPLOYEE ACCEPTING ORDER	COMSY PHONE NUMBER	DATE

DeCA Form 40-1, Nov 2010

Supersedes DeCA 40-1, Jan 2000

Top copy to Patron; Bottom copy retained by Commissary (Store remarks may be annotated on the back of Commissary Copy)

**DeCAF 40-1, Commissary Patron Special Order Form**  
**Figure 5-1**

## CHAPTER 6

### DISPOSITION OF REDUCED AND UNSALABLE MEAT PRODUCTS

**6-1. REPROCESSING.** Reworking of fresh meats is not authorized, e.g., steaks and roasts will not be processed into ground beef or any other processed cuts.

**6-2. PRICE REDUCTIONS.** Many times, the need for price reductions is caused by over processing and/or over ordering. Review the quantity of items being marked down daily. Adjust processing and order projections to preclude continuing markdowns on like items due to over processing and/or excessive inventory levels. **Up to a 30 percent reduction may be applied to markdowns.**

a. It may be necessary to reduce the price of processed or pre-packaged items in order to stimulate sales, further preventing a total loss of the product and department financial tolerances.

b. Products closely approaching their intended shelf life requiring a price reduction in order to stimulate sales should be reduced only in the amount which is necessary to deplete the on-hand inventory.

c. The preferred method for markdown of meat is to reduce the product price and present it in a fresh state. If a significant amount of close dated product is present, reduction should be done throughout the day and not left till the last hour of operation if the accountability status of the meat department can support it. Freezing for reduced sale shall be the last option. Refer to Chapter 7, paragraph 7-5 for product freezing procedures.

d. Items reduced in price and frozen may be sold for thirty days after the “sell-by” date; however, they must be frozen prior to the expiration of the sell-by date. For example, product sell-by date is January 1, 2012. The package will be marked down the evening of January 1, 2012, with a new sell-by date of January 30, 2012, and frozen, layered singly to ensure proper freezing, the evening of January 1, 2012. Original and new price tags must be on each package in order to validate original pack, sell-by date, and new sell-by date. Place new sell-by label over original barcode, ensuring the original pack date, sell-by date, and sales price remain visible and the proper “REDUCED MEAT” Price Look Up (PLU) must be used.

e. For CMPP, if package vacuum loss is discovered, the commissary is authorized to sell affected packages for up to 2 days from date of pack. Management is encouraged to seek concurrence/approval from the in-store MFI, if available. To accelerate sale, product should be reduced in price from 15 to 25 percent and up to 30 percent, if not sold the first day. Display product with a sign stating, “REDUCED IN PRICE DUE TO VACUUM LOSS. RECOMMEND IMMEDIATE USE OR FREEZE WITH 24 HOURS” and record items sold on DeCA/EU Form 40-31, Markdown/Salvage Worksheet, to use as a management tool in controlling losses.



f. If package vacuum loss is discovered on whole primals on display in the meat case, management, with concurrence/approval from the in-store MFI, shall process the primal into retail cuts, not exceeding the sell-by date on the original primal or the authorized sell-by date for that particular retail cut, whichever is less. For example, a whole top sirloin with a sell-by date of January 4, 2012, was discovered with a vacuum loss on January 3, 2012. The meat department is encouraged to seek approval from the MFI, if available, for wholesomeness and if approved should process it into sirloin steaks/roasts for sale that day. The sell by date for this example would be January 4, 2012, not the normal 3 days for processed top sirloin.

**6-3. DISPOSAL OF UNSALABLE PRODUCT.** Items which have become unsalable due to age or damage and certified by the MFI, if deemed as unfit for human consumption/intended use, must be disposed of.

a. Losses, which are caused by other than normal operation may be required to be reported through a DeCA Interest Report (DIRep), and DeCAF 40-70, Government Property Lost or Damaged (GPLD) Survey Certificate (Figure 6-1), or a Report of Survey, DD Form 200, Financial Liability Investigation of Property Loss, may be required to be completed IAW DeCAD 40-15, Managing, Accounting and Reporting of Government Property.

b. The SD or designated store manager will determine when a GPLD or Report of Survey action is required.

**6-4. CONTRACT FOR PICK-UP OF SUET, BONES, FAT, AND MEAT TRIMMINGS.**

The Acquisition Management Directorate, Enterprise Acquisition Division (LEAAS), will contract for the re-sale of suet, bones, fat, and meat trimmings combined. Frequent pickups by the contractor are necessary and the sale is treated as a charge sale to the contractor in DeCA's financial system.

a. If the contract for the pick-up of these items is not separated by type, do not use separate containers.

b. The meat department manager, lead, or designated associate must ensure that each container of suet, bones, fat and meat trimmings are weighed prior to release to the contractor. If Defense Reutilization and Marketing Office/Property Disposal Office (DRMO/PDO) weighing service is available on the installation, use it to verify the weight of the suet, bones, fat, and meat trimmings released to the contractor. At no time will the disposal personnel enter any cooler or processing area.

c. List the suet, bone, fat, and meat trimming weights turned over to the contractor on the form designated in the contract in three copies. Obtain the signature of the contractor or representative on each copy, provide the contractor with the third copy, and forward the other two copies to the SDO for processing as a credit to the meat department account.

GOVERNMENT PROPERTY LOST OR DAMAGED (GPLD) SURVEY CERTIFICATE					
(For use of this form, see DeCAD 40-15; OPR is MPOS.)					
1. ACTIVITY			2. ORIGINATOR NAME AND GRADE		
3. TO (Area)			4. VOUCHER NO.		
I certify that the loss of or damage to the items described below was not caused by negligence, willful misconduct or deliberate unauthorized use. I further certify that the loss of or damage to the items occurred under the circumstances described herein.					
5. ITEM NO.	6. NSN OR MFR PART NO.	7. NOMENCLATURE	8. QTY	9. UNIT COST	10. TOTAL COST
					0.00
					0.00
					0.00
					0.00
					0.00
				11. TOTAL COST OF LISTED ITEMS	0.00
12. CIRCUMSTANCES OF LOSS OR DAMAGE					
13. DATE		14. TYPED NAME, GRADE AND ORGANIZATION (Zone Manager, Store Director, Hand Receipt Holder)		SIGNATURE	
15. REVIEWING AUTHORITY (PBO/Opns)			16. TO (Director/OPNS Chief)		
17. I have reviewed the evidence pertaining to the loss or damage and agree/do not agree (strike one out) that the loss or damage to the property was not due to negligence, willful misconduct, or deliberate unauthorized use. The following action is authorized: <input type="checkbox"/> An inventory adjustment for the property which was not lost through negligence, willful misconduct, or deliberate unauthorized use. <input type="checkbox"/> Repair the damaged property and charge to O&M/stock fund as fair wear and tear as damage was not caused by gross negligence, willful misconduct, or deliberate unauthorized use. <input type="checkbox"/> The circumstances surrounding the loss or damage warrant the processing of a report of survey, DD Form 200, to be initiated immediately. <input type="checkbox"/> Other action (Specify)					
18. DATE		19. DIR/CDR TYPED NAME, GRADE		SIGNATURE	
20. GENERAL COUNSEL (GC) REVIEW <input type="checkbox"/> This GPLD is legally sufficient. The evidence supports a determination of no gross negligence, willful misconduct or deliberate unauthorized use by any DeCA employee. <input type="checkbox"/> Other action (Specify)					
21. DATE		22. GC TYPED NAME		SIGNATURE	

DeCA Form 40-70, July 2012

Supercedes DeCA Form 40-70, Jan 1992

**DeCAF 40-70, Government Property Lost or Damaged (GPLD) Survey Certificate**  
**Figure 6-1**

## CHAPTER 7

### PACKAGING MEAT ITEMS

**7-1. PRINCIPLES.** Proper packaging is a key component in maximizing sales, achieving high levels of patron satisfaction, and minimizing product shrink. Packaged meat should clearly reveal the quality of the contents of the package and be clearly labeled reflecting all pertinent/required information. The visible portion of meat after packaging should reflect the total quality of the contents. Deceptive packaging promotes poor patron relations. Keep the following principles in mind when packaging meat:

- a. Ensure all processed meat items are identified and labeled according to the meat operations standardized list of PLU numbers and descriptions. The standardized list is located on DeCA's web page, OneNet, Resource Center, Store Toolbox, DeCA Standardized Universal Product Lookup Codes, Random Weight Meat PLUs. The long and short descriptions will be provided by the meat manager, lead, and/or meat associate and submitted to the SDO for input into the point-of-sale (POS).
- b. The meat department manager, lead, and/or meat associate is responsible for ensuring that the state and federal labeling laws are applied.
- c. Pre-packaged items and/or fixed weight items maintaining a scale generated label shall be labeled using manufacturer provided UPC numbers. Do not employ a catch-all single UPC such as "Meat Department" for prepackaged items.
- d. The correct "sell-by" and "pack" date must be clearly printed on each label for processed meat items and any other item that does not have a manufacturer's applied "sell-by" date. Meat items that have been rewrapped will have the original "sell-by" and "pack" date on the label. Under no circumstances will the original "sell-by" date be extended on any rewrapped products.
- e. Only DeCA authorized packaging materials.
- f. Follow the authorized colored tray guide located in Public Folders, Store Library, Marketing Business Unit, Meat Issues. Do not under or overfill meat trays with product. Match the proper colored tray size with the portion of product.
- g. Decrease film breakage and reduce re-wraps by removing sharp edges from bones before wrapping.
- h. Meat soaker pads will be placed in every package of fresh processed meats to include ground beef that is 90 percent lean or higher.

**7-2. HAND WRAPPER.** Use hand wrapping methods for packaging items that are too large to be wrapped by the wrapping machine. Wrap meat with clear film only.

**7-3. AUTOMATIC MACHINE WRAPPING.** The meat manager or lead will ensure employees/associates are trained to operate the wrapping machine and annotate according to DeCAM 30-17.1, Safety and Occupational Health Manual.

**7-4. REWRAPPING ITEMS.** Packages requiring re-wrapping will maintain the original price label reflecting the original “sell-by” and “pack” date. Should the original label not be usable, a new label can be generated; however, it must indicate the original “sell-by” and “pack” date as stated on the original price label.

## CHAPTER 8

### REFRIGERATION PRODUCT AND ENVIRONMENTAL CONTROLS

**8-1. STORAGE TEMPERATURES.** The following storage temperatures are required to optimize shelf life of the product. MFI will use requirements listed in the U.S. Food and Drug Administration's Food Code (as adopted by the military Services).

#### Freezer

All frozen meats, -10 to 0 degrees Fahrenheit.
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#### Chill Box

All fresh meats, 28 to 32 degrees Fahrenheit. Fresh fish and water foods, 26 to 35 degrees Fahrenheit.
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#### Display Case

Fresh red meat and pork, 28 to 32 degrees Fahrenheit. Open cured meats, 34 to 35 degrees Fahrenheit. Processed meats, salads, and Deli, 34 to 37 degrees Fahrenheit. Prepared foods, 34 to 37 degrees Fahrenheit. Fresh fish and water foods, 28 to 35 degrees Fahrenheit.
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#### Cutting and Wrapping Area

Not to exceed 50 degrees Fahrenheit.
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#### Chilled Receiving/Storage Area

Boxed meat, 35 degrees Fahrenheit. Fresh Fish, 27 degrees Fahrenheit.
--

**8-2. TEMPERATURE CHECKS.** Temperature monitoring and recording is a key component for ensuring product freshness, wholesomeness and loss prevention. The SD, designated manager, or CMPP manager will develop written procedures for performing refrigeration system alarm checks, refrigeration system checks, and who to contact on potential refrigeration losses. The area director/ZM will approve these instructions, while Logistics and Engineering Group (LE) will be the approving authority for the CMPP.

#### 8-3. FREQUENCY OF TEMPERATURE CHECKS.

a. In commissaries with automatic refrigeration alarms, test the alarm system weekly IAW with the manufacturer's guidelines, preferably on the evening prior to a non-operating day.

Record the results of checks on DeCAF 40-9, Daily Temperature Maintenance Log (Figure 8-1), which should be placed close to the alarm system controls. When the alarm systems are not operational during non-operating days, follow the same procedures listed below for stores without alarm systems. For locations where contractors are responsible for performing temperature checks, standards referenced with said contracts shall apply.

b. In commissaries that do not have an alarm system, or are using coolers such as spot coolers that are not part of the alarm system, the SD will ensure equipment and storage temperature checks are performed at least three times daily on operating days. On non-operating days, perform temperature checks at least twice, once after each defrost cycle. DeCAF 40-9 will be used to record temperature checks. For locations where contractors are responsible for performing temperature checks, compliance with said contract shall apply.

c. Ensure temperature surveillance is scheduled and conducted for all refrigerated trucks and sea vans in control of the SD. The SD will ensure equipment and storage temperature checks are performed at least three times daily on operating days. On non-operating days, perform temperature checks at least twice daily. DeCAF 40-9 will be used to record temperature checks.

d. Temperatures should also be checked any time there are violent weather conditions or known power outages. The SD will ensure equipment and storage temperature checks are performed at least three times daily on operating days. On non-operating days, perform temperature checks at least twice daily. DeCAF 40-9 will be used to record temperature checks.

e. Ensure personnel making temperature checks know how to reset compressors and have the appropriate telephone numbers of management personnel to contact when there is a problem outside of normal operating hours.

**8-4. TEMPERATURE CHART FOLDERS.** Maintain DeCAF 40-9 in a temperature chart folder in a convenient location, outside of view of the customer. A separate DeCAF 40-9 is required for each unit to be checked with the required temperature indicated on the form. Ensure temperatures are within the allowable variance when making the temperature checks. If temperatures are not within the allowable variance, ascertain the reason for the variance and take appropriate action.

#### **8-5. PRODUCT FREEZING PROCEDURES.**

a. Guaranteed sale items will not be frozen and marked down for resale. Meat manager, lead, or designated associate will remove outdated product from the display case and place in a segregated location inside a refrigerated or frozen applicable area until disposition instructions are settled with the vendor.

b. Product must be in salable condition within its intended shelf life.

c. Use either a blast freezer or regular freezer having adequate air movement: a pedestal fan blowing directly at the product will greatly enhance this process.

- d. Freezer air temperatures must maintain a minimum of 0 degrees Fahrenheit throughout the freezing process.
- e. Place products one layer high (**do not stack**) on suitable pans or racks.

**8-6. PERSONNEL PROTECTION.** Personal protective equipment (PPE) and outer thermal wear clothing will be worn by all personnel entering storage or other climate controlled areas with temperatures at or below freezing (0 degrees Celsius, 32 degrees Fahrenheit). Although not considered as PPE and therefore not required to be purchased by the employer as PPE, insulated cooler vests may be worn by all personnel who perform the majority of their duties in a climate controlled area at or below 50 degrees Fahrenheit. Majority consists of 60 percent of their scheduled work duties (see Storage Temperatures in paragraph 8-1).

DAILY TEMPERATURE MAINTENANCE LOG <small>(For use of this form, see DeCAD 40-3; OPR is DO)</small>										<small>*Indicate Plus or Minus</small>				<small>Checkers will record actual time and temperature and initial in appropriate block.</small>			
DEFROST CYCLE HOURS:										CASE IDENTIFICATION:							
TO		TO		TO		TO		ALARM SYSTEM?		<input type="checkbox"/> YES		<input type="checkbox"/> NO		(Check one)			
DEPARTMENT				PROPER TEMPERATURE RANGE _____ TO _____						PERIOD (Month/Year) _____ /20							
TYPE OF EQUIPMENT: (Check Two)										<input type="checkbox"/> FREEZER		<input type="checkbox"/> DISPLAY CASE		<input type="checkbox"/> CHILL BOX		<input type="checkbox"/> STORAGE	
DATE	TIME	TEMP*	INIT	TIME	TEMP*	INIT	TIME	TEMP*	INIT	TIME	TEMP*	INIT	COMMENTS				
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2																	
3																	
4																	
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DeCA Form 40-9, Jul 1991

Supersedes AF Form 638 and TSA Form 126-R

**DeCAF 40-9, Daily Temperature Maintenance Log  
Figure 8-1**



## CHAPTER 9

### INVENTORY PROCEDURES AND TOLERANCES

**9-1. POLICY AND GUIDANCE.** Refer to DeCA Manual 40-21.1, Accountability for Commissary Resale Merchandise Manual, for in-depth guidance pertaining to inventory procedures for commissaries and CMPP facilities.

**Note:** The record of operations (RO) inventory document is maintained in the Accounting and Inventory Management System (AIMS) and accessible on OneNet, Systems, AIMS. DeCAF 35-1, Request for DeCA Automated (AIS) Login, must be submitted for access IAW DeCA Manual 35-31.3, Systems Access Manual.

**9-2. AUTHORIZED VARIANCES.** The cumulative meat accountable period for formal inventories runs between the previous year's formal inventory date to the current year's scheduled inventory date.

a. To be considered in compliance, monthly tolerances shall not exceed 2 percent plus or minus and the cumulative tolerance will not exceed three-tenths (0.3) of 1 percent gain with no loss.

b. Individual stores cannot exceed the cumulative three-tenths (0.3) of 1 percent gain/no loss unless provided a waiver by the Executive Director, Store Operations Group. The Resale Accounting Branch must be notified by October 31, each year, of any store specific variances approved for that year's inventory results.

c. The meat department will have 3 months after the formal inventory to get their cumulative variance in tolerance while not exceeding the monthly allowable variance.

**9-3. BACK-UP STORAGE COUNTS.** Storage area counts may be taken before the close of business on inventory days; however, no item may be removed from storage until after the inventory. If items must be processed or stocked, the count must be adjusted.

a. Back-up product that is not processed will be inventoried at cost.

b. The meat inventory portion of the ACT program will be used to record, calculate, and extend all back-up meat items. All documents must be provided to management for review and approval. If the ACT program is not available, record inventory results on other available legible means such as RORs, Excel, Word, and/or other written media. Documents are to remain on file for one year.

**9-4. DISPLAY CASE INVENTORY.** Inventory display cases as soon as possible after the commissary closes. Ensure items are separated and cases are in order to get an exact count.

a. Inventory display items at retail price. POS registers in training mode, POS hand-held terminals (HHT), or adding machines may be used.

b. Use the meat inventory portion of the ACT program to record and extend all display meat items. If the ACT program is not available, record inventory results on other available legible means such as RORs, Excel, Word and /or other written media.

## CHAPTER 10

### EQUIPMENT AND SUPPLIES

**10-1. AUTHORIZED EQUIPMENT.** Authorized equipment is based on commissary size, with the exception of cleavers which is based on the production level of each processing site. The equipment listing is on [www.commissaries.com](http://www.commissaries.com), About Us, Business with DeCA, Equipment, Automated Commissary Equipment Description (ACED). Yearly during the June/July timeframe, the Logistics Directorate will disseminate the “Push” package comprised of initial new store equipment and scheduled replacement equipment (based on normal life expectancy). Ensure the list is thoroughly examined and provide immediate feedback on items not needed or equipment that needs to be replaced due to frequent maintenance. Not all equipment follows the normal life expectancy, which means the “Push” package may need to be adjusted each year.

**10-2. OUT-OF-CYCLE EQUIPMENT REQUESTS.** Major equipment that may be needed prior to the scheduled “Push” cycle, or equipment that may not be identified within the prescribed “Push” package, may be requested as an out-of-cycle request through the SD to the Equipment Division of the Logistics Directorate.

**10-3. MANUALS AND MAINTENANCE RECORDS.** Keep a record of maintenance calls for all equipment on DeCAF 40-30, Equipment Downtime Ledger (Figure 10-1), on file for one year. Maintain a copy of the owner’s/operator’s manual for all equipment that originally comes with one.

**10-4. EXCESS EQUIPMENT.** Equipment in serviceable condition that is not being used is considered excess and will be promptly reported to the area’s equipment POC for disposition instructions. This will enable the area’s equipment POC to dispose of or redistribute the equipment so it can be utilized to the maximum extent possible. Unserviceable equipment or equipment which cannot be maintained in a safe and sanitary condition will be identified to the area equipment POC for replacement or turn-in as appropriate.

**10-5. SUPPLY RECORDS.** Use of supplies should be closely monitored. To avoid excess, an inventory of supplies must be taken prior to reordering. Keep a sufficient quantity of operating supplies on-hand to meet operational needs. These procedures will eliminate funds being tied up in supplies that are not presently needed and will also avoid waste through deterioration and damage reducing unit costs.

**10-6. WRAPPING FILM AND LABEL STORAGE.** Wrapping film is a perishable product which requires special storage and handling. Store the film in its original container in a cool dry

place that is not subject to extreme temperatures, humidity, and direct sunlight until ready for use. Optimum temperature for storage is 65 to 75 degrees Fahrenheit. Do not stack film cartons on end or over 50 inches high. Scale labels are also to be considered as a perishable item and should be stored in a cool, dry place according to manufacturer's instructions.

**Note: Ensure labeling and price marking equipment/supplies, including distinctive labels for marked down merchandise, are controlled IAW DeCAD 30-18, Defense Commissary Agency Security Programs, paragraph 4-2 c and d.**

[illegible]

**DeCAF 40-30, Equipment Downtime Ledger**  
**Figure 10-1**

## **CHAPTER 11**

### **SCALE SYSTEMS**

**11-1. GENERAL.** The meat manager, lead, and/or meat associate will ensure all scales are in proper working order. The accuracy of all scales must be checked monthly with test weights. Maintain documentation of tests on DeCAF 40-141, Meat Department Scale and Package Log (Figure 11-1), and maintain on file for one year.

a. Tare weight is the sum of all packaging material such as the tray, soaker pad, wrapping film, and all applied labels. The meat manager, lead, and/or meat associate will ensure tare weight configurations representing packaged items are verified to be correct and programmed into the automated wrapping/scale system.

b. All scales are either covered by their respective manufacturers' full burden maintenance contract or the miscellaneous food service equipment maintenance contract. Scale calibration is to be checked three (3) times a year according to the preventative maintenance contract. Any meat department manager, SD, or their appointed representative who suspects the scales to be inaccurate may request to have the scale calibration checked by the technician during any service call or may create a service call specifically for scale calibration.

Instructions for completion are on the reverse.															
MEAT DEPARTMENT SCALE AND PACKAGE LOG															
(For use of this form, see DeCAD xx.)															
SERIAL #	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	PACKAGE	PACKAGE	PACKAGE	PACKAGE	INITIALS	COMMENTS
DATE															
1															
2															
3															
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31															
COMMISSARY							MEAT DEPARTMENT MANAGER							MONTH AND YEAR	

DeCA Form 40-141, Aug 2001

This form was designed by FormSoft Group, Ltd. using FormFlow99 v3.0

**DeCAF 40-141, Meat Department Scale and Package Log**  
**Figure 11-1**

## CHAPTER 12

### MEAT DEPARTMENT SANITATION

**12-1. General.** The meat department must comply with the applicable sanitary requirements of the Food Code and be kept scrupulously clean. The SD, store manager, meat department manager, lead, CA contractor, Quality Assurance Evaluator (QAE), and/or designated meat associate must ensure the highest possible standards of sanitation exists at all times. Proper operating systems and effective procedures are vital to cleaning and minimizing unnecessary resource expenditures such as labor, detergents, hot water, etc. Ensure safe working procedures as addressed in your protection program (e.g., need to wear gloves, chemical splash eye protection) are incorporated into your day to day routine.

a. Sanitation self-inspections for the meat department will be conducted on a weekly basis and recorded on DeCAF 40-89, DeCA Self Inspection Food Hazard Control Checklist for Meat Department (Figure 12-1). Sanitation self-inspections for deli, seafood, fish market, and any hot food operation will be conducted on a weekly basis and recorded on DeCAF 40-92, DeCA Self Inspection Food Hazard Control Check List, Deli (D), Bakery (B), Fish and Seafood (S) (Figure 12-2). The condition of the department should be compatible with the findings annotated on the appropriate form. Retain checklist on file, available for review, for a minimum of one year.

b. The meat department manager, lead, and/or designated meat associate must ensure that effective cleaning and sanitizing procedures are an essential and integral part of the training program for cleanup personnel. The meat department manager, lead, and/or meat associate will ensure that all cleanup personnel have been trained in department cleaning procedures and ensure the steps in the actual performance of the cleanup operation are followed daily. As a minimum, cleaning and sanitizing will be accomplished at the end of each shift; between product changeovers; when use of common equipment on floor, walls, and equipment comes into contact with the product or wash water; or when the temperature or rinse requirements for safe handling are not met.

c. All cleaning and sanitation chemicals and soaps used in the meat department must be listed in the NSF International, (formerly National Safety Foundation) White Book-Nonfood Compounds Listing which is available at, <http://www.nsf.org/usda/psnclistings.asp>. Within the NSF list, the codes for authorized cleaners are (A1) and sanitizers are (D2). Employees/associates must wear the appropriate personal protective equipment (PPE) as noted on the cleaning agent's material safety data sheet.

d. Cleaning personnel must wear the appropriate PPE as noted on the facility's PPE hazard assessment document, the cleaning agent's material safety data sheet (MSDS) and as appropriate for the work environment, e.g., slip resistant footwear.

e. Pre-cleaning. This step prepares the equipment and area so the next step (cleaning) will be effective. Proper pre-cleaning will also prevent clogged drains. Wear cut resistant gloves and



use caution when handling band saw blades, tenderizer blades, horizontal slicer blades, and other components with sharp edges. Either unplug or employ lockout/tagout procedures to ensure that the equipment has been de-energized.

(1) Remove all exposed meat and scraps from the equipment/area to be cleaned. Remove or completely cover packaging/wrapping materials and sensitive equipment such as meat wrappers, scales, electrical boxes, switches, etc., to protect from moisture. Use only DeCA authorized packaging materials.

(2) Completely disassemble all pieces of equipment including bone dusters, meat tenderizers, grinders, mixers, meat slicers, and band saws. Carefully place equipment pieces in a wire bulk mover cart, if available, or on tabletops or other surfaces which will allow access to all equipment surfaces.

(3) Use brushes, scrapers, other tools, or hands to remove all large pieces or accumulations of meat, fat, bone dust, etc., from the equipment. Collect all scraps and place in bone barrel.

(4) Use brooms, brushes, shovels, or other appropriate tools to collect all large pieces/accumulations of meat, fat, bone dust, etc., from the floors and beneath the tables and equipment. Place all scraps in bone barrel. Do not remove drain covers or unnecessarily dispose of fat and meat scraps in the floor drain.

(5) Pre-rinse with hot water when foam is not available. Use either hot water, 170 degrees Fahrenheit or higher, or approved chemicals for sanitizing equipment cleaned in the sink. Wear appropriate PPE (e.g., gloves, eye protection) per the chemicals' MSDS/facility's PPE assessment.

f. Cleaning. This step removes the remaining grease and small pieces of meat, fat, and bone particles which remain after pre-cleaning.

g. Prepare cleaning agents according to directions. Do not use more or less than required by label directions. Appropriate test strips must be used to check proper concentration. Use only approved cleaning (A1) and sanitizing (D2) compounds according to the NSF Web site referenced above.

(1) Apply degreaser foam to all dismantled equipment, pieces of equipment, tabletops, pans, trays, knives, walls, and floors using applicator attached to a continuous supply of hot water. Starting in one corner and working around the entire processing area, thoroughly coat all surfaces indicated above with degreaser foam.

(2) After foaming all areas and equipment, turn hot water hose off. **NEVER LEAVE HOT WATER HOSE RUNNING UNATTENDED.** Using a stiff brush, agitate (brush) foam on any equipment or areas which are especially difficult to clean. Agitation will assist the agent in penetrating hard to reach areas and loosen particles missed during pre-cleaning. A stiff broom can be used to agitate the agent on the floors.

h. Rinsing. This step removes all loosened meat, fat, grease, and dirt. Using hot tap water, begin rinsing degreaser foam from all dismantled equipment pieces, pieces of equipment, tabletops, pans, trays, knives, walls, and floors beginning at the same point in room where foaming began.

i. Sanitizing. This step kills many of the bacteria that remain after properly completing the first three steps. This step will be ineffective unless the first three steps have been properly completed.

(1) Preparing sanitizing agent according to manufacturer's directions and place into a hand operated sprayer or other suitable application device. Strict compliance is essential.

(a) Too little sanitizer will be ineffective and will allow bacteria to grow.

(b) Too much sanitizer is needlessly expensive, wasteful, and could contaminate meat processed afterward. Contaminated meat could be harmful to the customer.

(c) Use measuring equipment and appropriate chemical test strips to check recommended concentrations. Chemical test strips can be purchased through the federal supply catalog.

(2) Liberally apply correct dilution of sanitizer to all equipment being certain that all food contact surfaces are thoroughly moistened.

(3) Allow all equipment to air dry prior to use.

(4) If clarification of these instructions or the directions on the product label is required, call your area's consumer safety officer for assistance.

**12-2. FLOOR CARE.** To aid in keeping floors clean and comfortable, enhance floors with safety/ergonomic, slip resistant, tapered edge, anti-fatigue mats of design that can be removed and thoroughly cleaned of meat, bone dust, trimmings, blood, and other matter. In addition to the aforementioned benefits, rubber anti-fatigue mats provide some insulation from chilled floors. Anti-fatigue matting should be used at each work station that requires prolonged standing. Heavy corrugated cardboard paper obtained from rolls may also be used on the floors provided the floors are thoroughly washed, sanitized, or steam cleaned. The use of wax coated cardboard, e.g., such as cut-out sections from the pre-packaged meat boxes, sawdust, and wood chips are strictly prohibited in all meat department areas. Refer to DeCAM 30-17.1, Safety and Occupational Health Programs Manual for additional information.

**12-3. HOLDING AND STORAGE ROOMS.** In meat holding or storage rooms, heavy paper or corrugated cardboard may also be used on the floors provided they are removed when the floor is cleaned IAW requirements.

**12-4. EQUIPMENT CLEANING.** Thoroughly wash, rinse, and sanitize all metal parts of power operated equipment at the end of each business day. Care must be exercised to prevent water from coming in contact with the motor or electrical components and connections. Electrical equipment must be de-energized with lock out/tag out procedures implemented.

**12-5. CUTTING TABLES.** Periodically inspect plastic cutting table surfaces for cracks, cuts, crevices, and overall structural integrity of the table itself. Replace, as necessary, to maintain sanitary standards. Turn tabletops over weekly to equalize wear. Do not keep meat on the cutting table longer than necessary. Cutting tables will not be used for storing or thawing meats. Clean and sanitize tables thoroughly with a stiff bristle brush and hot water, foam, and/or approved detergent, and sanitizer. MFI may recommend additional measures to keep the surfaces in a sanitary condition.

**12-6. TOOL CLEANING.** Clean knives, steels, mesh gloves, safety aprons, and knife holders daily. Wash tools individually in hot water and detergent. Rinse and then sanitize by immersion in an approved chemical. After cleaning, carefully inspect plastic hand tools for cracks or crevices. Replace plastic hand tools when cracks, crevices, and other signs of deterioration are noted. Approved test kits will be used to ensure the proper amount of sanitizer is being used.

**12-7. SCALE CLEANING.** Clean scales with disposable paper towels daily, or more often if required.

**12-8. SPECIAL CLEANING.** Thoroughly clean and sanitize all equipment and surfaces before reuse when raw pork, lamb, veal, or poultry have come in contact with equipment.

**12-9. DISPLAY CASE AND REFRIGERATION.** Clean all refrigerated, walk-in, back-up/holding areas at least weekly and clean/sanitize bi-weekly. All other cleaning will be done monthly or more often if needed, to maintain a high level of sanitation. Establish a schedule for cleaning the refrigerated areas. The intervals between cleaning of the cases shall not exceed 7 business days.

**12-10. PERSONAL HYGIENE.**

a. Employees/associates must meet all applicable requirements of installation medical authorities. Employees/associates may be required to possess a valid medical certificate and food handler training certificate. Employees/associates must wear appropriate hair and beard restraints, as needed. Smocks, clothes, and safety equipment are duty requirements and will not be worn outside of the processing areas. Disposable plastic gloves must be worn and should be replaced often. Wash hands thoroughly with soap and water each time upon returning to the work area, regardless of the reason for leaving. This prevents the transmission of disease and

gives customers a good impression of work habits. Use of plastic gloves does not relieve the employees/associates from the required use of soap and water hand washing.

b. Providing an image of professionalism, safety and sanitation are of vital importance in a food service area where direct contact with patrons is an essential job requirement. The only jewelry permitted to be worn on the hands and arms while on duty by food handlers is “a plain wedding band” per section 2-303.11 of the FDA Food Code. No other jewelry will be worn on the hands or arms. Jewelry on other parts of the body will not be worn if it adversely affects personal or food safety, or sanitation. Safety and sanitation are of vital importance in a food service area where direct contact with patrons is an essential job requirement. Examples of jewelry subject to these safety and sanitation standards include: nose rings, tongue studs, eyebrow rings, necklaces and earrings/necklaces that are large and/or dangle away from clothing where their wear could constitute a safety or sanitation hazard.

#### **12-11. PROHIBITED ITEMS.**

a. The use of all forms of tobacco products is prohibited in meat processing and storage areas.

b. Eating food or drinking beverages, including chewing gum, and storing of personal lunches in meat processing and storage areas, which may result in contamination of meat products, shall not be permitted.

c. The wearing of jewelry, watches, neck chains, bracelets, and/or rings, is not permitted during meat processing. However, a plain wedding bands may be worn provided they do not present a safety hazard and wear is approved by the meat department manager.

**12-12. HAZARD COMMUNICATIONS.** Chemicals commonly used to clean and sanitize the meat department may be classified as hazardous chemicals by the Occupational Safety and Health Administration (OSHA). If so, the elements of the Hazard Communication Safety Program must be implemented; refer to DeCAM 30-17.1, Safety and Occupational Health Program Manual.

DeCA SELF INSPECTION FOOD HAZARD CONTROL CHECKLIST Meat Department <i>(For use of this form, see DeCAD 40-3; OPR is DO.)</i>					
INSPECTED BY				DATE	
<b>RECEIVING</b>	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Properly labeled product from approved source.					
2. Product delivered in clean trucks. If required, refrigeration control maintaining chill at 32 - 40 degrees Fahrenheit; and frozen 0 - 10 degrees Fahrenheit.					
3. Products received in excellent condition, if applicable, sufficient shelf life remaining.					
<b>STORAGE</b>					
1. Stored products identified with name, date of receipt, rotated-FIFO.					
2. All refrigerators/freezers maintaining chill (34-37 degrees Fahrenheit), frozen (-10 - 0 degrees Fahrenheit).					
3. Refrigerator/freezer temperatures checked and recorded three times daily (if manual); or if automatic alarm system, system checked weekly.					
4. Raw items stored separately or below ready-to-eat products.					
<b>PROCESSING</b>					
1. Temperature in processing/cutting room maintained at 50 degrees Fahrenheit or lower.					
2. All food contact surfaces properly cleaned and sanitized using approved and labeled cleaning and sanitizing compounds at proper concentrations.					
3. Personnel with infections restricted from food handling.					
4. Hands washed and clean IAW good hygiene practices.					
5. Eating, drinking, use of tobacco products, chewing gum, wearing of jewelry (except plain wedding band) prohibited.					
6. Personnel wearing hair restraints and clean outer clothing.					
7. Adequate supply of chemical sanitizer test strips maintained and used properly.					
<b>DISPLAY</b>					
1. Raw and ready-to-eat foods handled in separate sequence. Separated in display case, and rotated.					
2. All items properly labeled with uniform retail meat identify standards name. USDA grade if applicable, and sell-by date.					
3. Product temperature does not exceed 40 degrees Fahrenheit.					
4. All equipment, utensils, and display cases cleaned/sanitized with approved/labeled chemicals at proper concentrations. Display cases as needed, but at least weekly; all others daily.					
<b>HOUSEKEEPING</b>					
1. All cleaning agents stored out of processing/display area.					
2. Walls, ceilings, floors and non-food contact surfaces cleaned and maintained in good repair.					

DeCA Form 40-89, Oct 1999

Supersedes DeCAF Form 40-89, Jul 1993

**DeCA Self Inspection Food Hazard Control Checklist Meat Department, Page 1  
Figure 12-1**

RECORDS	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Daily temperature maintenance log, DeCAF 40-9, (if manual); or if automatic alarm system, system printouts, maintained.					
2. Self inspection forms with annotated action maintained on file for 12 months.					

DeCA SELF INSPECTION FOOD HAZARD CONTROL CHECKLIST					
Deli (D), Bakery (B), Fish & Seafood (S)					
* For Food Service Operations (Commissary Cafe, Sushi, Ice Cream Bar, Butcher Shop, Pasta Bar, Italian Bistro, etc) all below elements apply (For use of this form, see DeCAD 40-3 & 40-5; OPR is DO.)					
INSPECTED BY	DEPARTMENT			DATE	
<b>RECEIVING</b>	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
D, B, S- 1. Properly labeled product IAW with federal and/or state requirements. Product originates from approved source per VETCOMCIR.40-1 and DeCA Contracting.					
D, B, S- 2. Product delivered in clean truck with refrigeration control maintaining chill at (28-32 seafood, 32-40 deli/bakery) degree Fahrenheit; frozen 0-10 degrees Fahrenheit.					
S- 3. Live Seafood such as shell stock, lobsters delivered and held at 35-45 degrees Fahrenheit.					
D, B, S- 4. Products received in excellent condition with sufficient shelf life remaining.					
<b>STORAGE</b>					
D, B, S-1. Stored products identified with name, date of receipt, date thawed/opened, and rotated properly first in first out--FIFO.					
D, B, S-2. Refrigerators/freezers maintaining chill (S=26-35, D, B=34-37 degrees Fahrenheit); frozen (-10-0 degrees Fahrenheit).					
D, B, S-3. Refrigerators/freezers checked and recorded three times daily (if manual); or if automatic alarm system, system checked weekly.					
D, B, S-4. Raw items stored separately and/or below ready to eat food.					
D, B, S-5. Frozen items being tempered held at 40 degrees Fahrenheit. Fully tempered items held at 34-37 degrees Fahrenheit.					
<b>PROCESSING</b>					
D, B, S-1. Separate raw* and ready-to-eat food processing sequences with proper cleaning/sanitizing between sequences. *Does not include salads treated with acetic acid (vinegar) to reduce pH below 4.6.					
D, S-2. Processed/assembled product returned to refrigeration before temperatures rises to 40 degrees Fahrenheit (not more than 30 min.).					
D, S-3. If cooking approved, product cooked to internal 165 degree Fahrenheit for customer order.					
D, B, S-4. All food contact surfaces properly cleaned and sanitized using approved and labeled cleaning and sanitizing compounds at proper concentrations.					
D,B, S-5. Personnel who are obviously sick or diseased will be restricted from food handling and cleared by a physician prior to resuming work as a food handler.					
D, B, S-6. Food handlers wearing disposable gloves when handling ready to eat foods. Utensils used to maximum extent possible.					
D, B, S-7. Hands washed and cleaned IAW good hygiene practices.					
D, B, S-8. Eating, drinking, use of tobacco products, chewing gum, wearing of jewelry (except for plain wedding band) prohibited.					
D, B, S-9. Personnel wearing hair restraints and clean outer clothing.					
D-10. All sandwiches manufactured with fresh ingredients using clean sanitized work surfaces. Protein salad fillings (Meat, seafood, eggs, etc.) acidified to pH 4.6 or below.					

DeCA Form 40-92, May 2006

Supersedes DeCAF 40-87, 40-88, 40-90, 40-91 Oct 1999 & 40-92, Apr 2005

**DeCA Self Inspection Food Hazard Control Checklist Deli (D), Bakery (B), Fish & Seafood (S)**

**Page 1**

**Figure 12-2**



	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
<p>D-11. Produce used in sandwich manufacturing washed with clean and sanitized. IAW DeCAD 40-4, para 5-5 b and c. Pre-cut, bagged produce requires no further processing.</p> <p>D-12. Items cooked in store will be displayed/stored IAW the contractor's approved HACCP plan. Once cooked, product sold to customers immediately or held &gt;140 degrees Fahrenheit or chilled to 40 degrees F or less and sold as chilled products. Under no circumstances will they be offered for sale beyond the COB the day after preparation.</p> <p>B-13. Processed product properly labeled (name/address of manufacturer, packer, distributor, product identity, net weight, ingredients in descending order of predominance by weight, and sell by date.</p>					
<p><b>DISPLAY</b></p> <p>D, B, S- 1. Raw and ready to eat foods handled in separate sequence. Separated in display and rotated.</p> <p>S-2. Product temperature does not exceed (S=38; D, B, P=40) degrees Fahrenheit.</p> <p>S-3. Ice-Clean, potable, plentiful-changed daily.</p> <p>S-4. Only live shell stock, lobster.</p> <p>D, B, S-5. All equipment, utensils, and display cases in which deli, bakery, or pizza items are displayed cleaned/sanitized with approved/ labeled chemicals at proper concentrations. All equipment, utensils, and display cases in which fresh seafood items are displayed on ice, cleaned/sanitized daily with approved/labeled chemicals at proper concentrations. Displays cases for packaged products cleaned/sanitized at least weekly. All other items daily as used.</p> <p>D, B, S-6. All products accurately identified and properly labeled with sell-by-dates.</p> <p>D, B, S-7. Adequate supply of chemical sanitizer test strips maintained and used properly.</p> <p>D-8. Pre-slicing, prepackaged product for peak periods only controlled to prevent COB discard.</p> <p>D-9. Only salads with PH below 4.6 repacked, labeled with ingredients, and sold within 3 days.</p> <p>D,S-10. All pans used to display salads sliced meats, and seafood cleaned and sanitized after each use with approved/labeled chemicals.</p> <p>D-11. Food contact surfaces (slicer, cutting board, etc) cleaned/sanitized with approved/labeled chemicals at proper concentration at least every 4 hours throughout the operations day and at COB.</p> <p>D-12. Sandwiches made in commissary wrapped, labeled to show ingredients date of preparation, and sell by date, stored &lt;40 degrees Fahrenheit, and sold within day of production plus one day.</p> <p>D-13. Assembled pizza properly labeled with ingredients and sell by date. Pizzas sold/discarded by sell by date.</p>					



HOUSEKEEPING	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
D,B, S-1. All cleaning agents clearly labeled and stored out of processing/display area and separate from consumable products.					
D, B, S- 2. Walls, ceilings, floors and non-food contact surfaces cleaned and maintained in good repair. Work orders on file for repairs that require the attention of facility maintenance.					
D-3. Back up chill box in clean orderly condition, products on damage or shelving away from walls and ceiling.					
<b>RECORDS</b>					
S-1. Maintain shell stock certificates 90 days.					
D,B, S-2. Daily temperature maintenance log, DeCAF 40-9, (if manual); or if automatic alarm system, system printouts, maintained.					
D, B, S-3. Self inspection forms with annotated action maintained on file for 12 months.					
D, S-4. If hot foods prepared/sold, approved HACCP Plan available for review.					
D, B, S-5. Ensure new employees and managers have required training.					

DeCA Form 40-92, May 2006

**DeCA Self Inspection Food Hazard Control Checklist Deli (D), Bakery (B),  
Fish & Seafood (S)**

**Page 3  
Figure 12-2**

DeCA EUROPE - SELF INSPECTION FOOD HAZARD CONTROL CHECKLIST						
Central Meat Processing Plant (CMPP)						
(For use of this form, see DeCA EU Policy Letter 40-8)						
INSPECTED BY (Print Name)					DATE/TIME	
<b>PERSONNEL HYGIENE</b>	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Personnel washing hands with soap and sanitizer.						
2. Personnel with infections restricted from food handling.						
3. Eating, drinking, use of tobacco products, chewing gum, fake nails, nail polish, or wearing of jewelry (except plain wedding band) prohibited.						
4. Personnel wearing hair/beard restraints, clean over garments and/or aprons.						
<b>RECEIVING</b>	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Properly labeled products from an approved source.						
2. Product delivered in clean trucks.						
3. Initial opening temperatures taken and recorded in a temperature log (Chill 28 - 36F) (Frozen 0 - 10F)						
4. Product received in sound condition.						
5. Product stored in a timely manner.						
6. Temperature of vans verified/monitored.						
<b>ENTRANCE/CLEAN ROOM</b>	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Room kept clean and free of debris.						
2. Aprons cleaned/sanitized and hung at the end of shift.						
3. Handwashing sink with soap and sanitizer.						
4. Boot washing station operating properly.						
<b>STORAGE</b>	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Stored products identified with name, date of receipt (pork), rotated First-In-First-Out (FIFO).						
2. Refrigeration storage, optimal 28F-32F maintained ≤35F. Frozen ≤0F Record/Monitor.						
3. Refrigerator/freezer temperatures checked and recorded two times daily (manual). Automated system four times daily with automatic alarm system.				*Management appoints/monitors		
4. Beef processed within 65 days from DOP.						
5. Pork processed within warranty period (Fresh - 5 days) (Vacuum - 7 days)						
6. Coarse ground storage, optimal 32F maintained ≤35F. Product maintained near frozen state until processed.						
7. Trim placed in storage luggers, covered/dated. Product shall not exceed 48 hours storage.						
8. Beef and Pork products processed separately to prevent potential cross-contamination.						
<b>PROCESSING/CUTTING ROOM</b>	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Temperature of room, optimal 41F maintained ≤45F. Record/ Monitor.						
2. Fourth compartment will be utilized for air-dry storage of utensils cleaned/sanitized prior to each break.						
3. All food contact surfaces/equipment cleaned/sanitized using provided solutions and at proper concentration.				*Note: Contract cleaner		
4. Separation of Beef and Pork.						
5. Meat placed in clean trays, covered and labeled.						
6. Three-compartment sink set up properly and maintained throughout shift. Sanitizing solutions maintained at proper concentration (Test Strips Available).				_____ ppm.		
7. Room free of clutter (i.e. boxes, equipment, etc.)						
8. Luggers, Utensils and Product kept off the floor.						
9. Machines broken down/pre-rinsed at end of shift.						
10. Handwashing sink stocked with soap and sanitizer						
Recommendations or Comments:						

DeCA EU Form 40-8, Jul 08

**DeCA Europe-Self Inspection Food Hazard Control Checklist**  
**Central Meat Processing Plant**

**Page 1**  
**Figure 12-3**

HOLDING ROOM	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Temperature of room, optimal 32F maintained at ≤35F. Record/Monitor.						
2. Beef and Pork products kept separated.						
3. Product covered and stored properly.						
4. Product stored in a timely manner.						
5. Room kept clean and free of clutter.						
6. Clean equipment stored properly.						
WRAPPING ROOM	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Temperature of room, optimal 41F maintained ≤45F. Record/Monitor.						
2. Correct wrapping film utilized for each product.						
3. Wrapping film kept protected from contamination.						
4. Only one type of product (Beef or Pork) processed at a time. *Sanitize between product.						
5. Sanitizing of surfaces conducted between wrapping beef and pork products. Sanitizing solutions maintained at proper concentration (Test Strips Available)				_____ ppm.		
6. Packages inspected for vacuum/seal integrity. Leakers are evaluated for re-wrap or discarded.						
7. Product labeled properly IAW HACCP Plan & SSOP. Fresh Sell-by 12 days; Use-by 14 days; Frozen 6 months.						
8. Product placed in new boxes.						
9. Handwashing sink stocked with soap and sanitizer						
GRINDING/BURGER ROOM	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Temperature of room, optimal 41F maintained ≤45F. Record/Monitor.						
2. Ground Beef and Pork processed separately.						
3. Trimmings used within 48 hours of processing.						
4. Room free of unnecessary clutter and kept clean.						
5. Three-compartment sink set up properly and maintained throughout shift. Sanitizing solution maintained at proper concentration. (Test Strips Available).				_____ ppm.		
6. Luggers, Utensils and Product kept off the floor.						
7. Product labeled properly IAW HACCP Plan and SSOP. Fresh Sell-by: 9-days; Use-by: 11-days; Frozen: 6 months.						
8. Fat analysis recorded/monitored daily.				93% _____ ; 85% _____ ; 81% _____		
9. Product monitor/food recall process: plant establishment code(s), temperature & hourly metal detection verification.				Code: _____ ; Temp: _____ ; Metal Detect: _____		
10. Machines broken down/pre-rinsed at end of shift.						
11. Handwashing sink stocked with soap and sanitizer.						
PICKING ROOM	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Refrigeration storage, optimal 28-32F maintained ≤35F. Record/Monitor.						
2. Product rotated IAW First-In-First-Out (FIFO).						
3. Products for freeze placed in freezer within 24 hours.						
4. Product staged on pallets						
5. Suet/Bone Barrels separated from product (Tues/Friday).						
*CCP: Critical Control Point(s) must be met at all times.						
Recommendations or Comments:						
Signature of Quality Assurance Representative (QAR)					DATE	
Manager on Duty					DATE	

DeCA EU Form 40-8, Jul 08

## DeCA Europe-Self Inspection Food Hazard Control Checklist Central Meat Processing Plant

Page 2  
Figure 12-3

## **CHAPTER 13**

### **CARE AND USE OF EQUIPMENT**

**13-1. GENERAL.** Keep all meat department equipment in good condition. Replace dull blades, tighten loose parts, and lubricate and maintain all equipment within their capability. The meat department manager, lead, and/or designated meat associate will ensure personnel are instructed in the use and care of power operated machinery. Post laminated safety precautions and operating instructions near each machine and follow lock out/tag out safety procedures addressed in DeCAM 30-17.1 “Safety and Occupational Health Program Manual,” February 3, 2010.

**13-2. TOOLS.** Store knives and other hand tools in a secure place when not in use. Prevent contact with other equipment as a safety measure. All knives and hand tools will be sanitized using an approved and appropriate concentration of sanitizer prior to use.

**13-3. EQUIPMENT.** Ensure all equipment is operated according to the appropriate manufacturers’ operations handbook.

**13-4. CONTRACT CUSTODIAL SERVICE.** For meat departments with contract custodial service, management must work with the QAE to ensure they are properly trained to inspect the department and ensure contract requirements are met.

## CHAPTER 14

### SAFETY

**14-1. RESPONSIBILITY.** Meat department operations present a variety of hazards requiring care and attention by supervisors and workers to prevent injuries and property damages. The meat department manager is responsible for ensuring all employees/associates follow safety rules and directives. As a condition of employment, the employee/associate must follow safety procedures to include wear of protective clothing and equipment. Failure to follow procedures and enforce the use and wear of protective clothing and equipment may result in disciplinary action of the employee/associate and supervisor. **Mandatory provided protective equipment consists of safety toe slip resistant shoes and gloves when cutting (but not when operating the band saw), metal mesh or metal reinforced fiber mesh gloves, and safety apron. Street clothing will not be worn as outer garments while on duty in the meat department.** It is mandatory that a butcher frock and cotton apron be worn over street clothing. If qualified safety personnel, the establishment's safety representative, and/or the facility manager's subject matter expert (SME) of the work area have conducted a Personal Protective Equipment Hazard Assessment of the work area, department usage will reflect those safety requirements in addition to those listed within this directive and DeCAM 30-17.1, "Safety and Occupational Health Program Manual," February 3, 2010, Table 7.

**Note: Use of box cutters are not authorized within the processing, wrapping areas of the meat department or behind/front of the display cases when stocking processed beef and pork. Approved re-tractable box cutters will only be used to cut open boxes in the meat department chilled product storage rooms or on sales floor when replenishing case ready product.**

a. The meat department manager, lead, and/or designated meat associate or CMPP manager will work closely with the area or commissary safety representative. The safety representative function is to assist in any safety related problems which may arise and elevate them, if necessary, to the installation safety officer or DeCA area safety manager for resolution.

b. The meat department or CMPP management must provide appropriate work and training with coinciding documentation (DeCAF 40-132, Commissary Orientations/OJT Program and DeCAF 30-72, Employee Safety and Health Training Record), on each individual working in the department. Refresher training is required whenever a change of equipment, procedures, or job assignment occurs. Quarterly safety meetings will be held for all store associates working in the meat department and minutes will be taken and maintained for two years.

**14-2. HAZARD COMMUNICATION.** The Hazard Communication Program is a chemical safety program to protect workers from being exposed to the harmful characteristics of chemicals. The name, Hazard Communication, is derived from the underlying principle of the requirements to communicate the hazard(s) of the chemical to the employee/associate. The program elements which have application to the meat department are:

- a. Identify and list chemicals which are hazardous.
- b. Identify personnel who may be exposed to these chemicals. Once identified, these personnel must receive training on the Hazard Communication Program and the training must be documented on DeCAF 30-72, Employee Safety and Health Training Record.
- c. A material safety data sheet is a document that provides information on the chemical's identity; hazardous ingredients and permissible exposure limits; physical description of the chemical ingredients; fire and explosive information; health hazard and symptoms; disposal/spill clean-up concerns and procedures; the manufacturer's identity, etc. A MSDS must be maintained for each chemical identified in the previous paragraph and readily accessible to each meat department employee/associate. In order to satisfy this requirement, a binder or file folder which contains all MSDS for the meat department should be placed in a location where any employee/associate can obtain information from it at any time. Material safety data sheets are located on OneNet, Resource Center, Safety and Occupational Health, Safety Subjects, HAZCOM, Hazard Communications, as well as at <http://www.ilpi.com/msds/index.html>. A MSDS can also be obtained from the supplier by contacting them directly.
- d. In most cases, containers of incoming products containing hazardous chemicals will already be labeled by the manufacturer, supplier, or distributor to satisfy OSHA hazard communication requirements and Department of Transportation (DoT) requirements. The meat department manager will ensure incoming chemical product containers have proper warning labels. If hazardous chemicals in bulk containers are repackaged or redistributed into smaller containers used by more than one employee/associate or more than one work shift, then each usable container must be labeled to identify its content and hazard presented. For example, mixing bleach solutions or other sanitizers in a plastic spray bottle which will be used by more than one person or on more than one work shift.

**14-3. PERSONAL PROTECTIVE EQUIPMENT.** The PPE required within the meat department may include: eye/face protection; hearing protection; cut resistant safety apron; plastic metal mesh or metal reinforced fiber arm guards; metal mesh or metal reinforced fiber gloves; cold environment clothing (insulated jackets, vests, and gloves), and anti-slip resistant, steel toe safety shoes.

- a. The CMPP or meat department manager, lead, and/or meat associate will ensure a written, documented hazard assessment of the department's work areas and work practices (used to determine if hazards are present or likely to be present which necessitates the use of PPE) has been accomplished.
- b. Training will be provided to each employee/associate who is required to use PPE. Each employee/associate shall be trained to know when PPE is necessary; what PPE is necessary; how to properly wear, remove, adjust, and clean PPE; its limitations; proper care and maintenance; useful life expectancy; and disposition of unserviceable PPE. This training will be documented



on DeCAF 30-72, Employee Safety and Health Training Record. Retraining may be necessary if the employee/associate demonstrates lack of understanding of the proper use of PPE or when changes, such as new equipment, work process or type of PPE, occur.

c. The department manager, lead, and/or designated meat associate will ensure compliance with the prescribed use of PPE. All supervisors, managers, and designated associates must be involved and personally set the example.

**14-4. HEARING CONSERVATION.** Appropriate hearing protection shall be provided and worn when employees/associates are exposed to industrial noise levels in excess of 85 decibels (dB). Without proper measuring equipment, it is impossible to determine exact noise levels but when workers have to raise their voices when talking to each other, it is an indicator of possible excessive noise levels. Contact the installation industrial hygienist or bioenvironmental engineer for assistance in conducting noise hazard surveys in work areas where it is believed that noise levels are excessive.

a. The department manager, lead, and/or meat associate will ensure a noise survey has been conducted and copies of the results are maintained in the meat departments official records. This survey is a one-time requirement; however, if new equipment or processes are introduced into the work area, a new survey must be conducted.

b. If hazardous noise levels exist in a work area, as determined by the installation bioenvironmental engineer or industrial hygiene office, a hearing conservation program must be initiated. Hazardous noise areas and/or equipment will be clearly identified by signs, posters, decals, etc., to alert personnel to the hazard. Personnel exposed to hazardous noise will be identified and a roster of these individuals will be maintained.

c. Annually, personnel who work in a high noise area will receive adequate and effective training in the proper care and use of personal hearing protection. This training will ensure affected employees/associates understand the effects of noise on hearing; the purpose of hearing protection; the advantages and disadvantages of various hearing protective devices; instruction on selection, fitting, use, and care of hearing protectors; the purpose of audiometric testing; and an explanation of the test procedures. This training will also be documented on DeCAF 30-72, Employee Safety and Health Training Record.

d. Various types (at least two different types) and sizes of hearing protection devices available from supply channels must be made available unless the selected medical devices are inappropriate for a particular hazardous noise exposure. Foam earplugs may not be suitable for use within the meat department as there is a potential for these to become contaminated by substances on the employee/associate's hands prior to and during fitting. The local occupational health office will be able to identify proper style and type based upon the worker and the operation. Hearing protection will be worn when required.

e. All personnel routinely exposed to hazardous noise shall be placed in a hearing testing and evaluation program. This program shall include pre-placement, periodic (at least once annually), and termination audiograms. Every effort will be made to conduct a reference audiogram on

workers before they are assigned to duties involving hazardous noise exposure. In no case shall a reference audiogram be conducted more than six months from the date of a worker's initial exposure to hazardous noise.

**14-5. LOCKOUT/TAGOUT.** Whenever machines require servicing or maintenance, the energy source, i.e., circuit breaker or other main power switch, must be locked or tagged in the "off" position to prevent unexpected start-up until the work is completed. This procedure must be accomplished whenever it is necessary to clean, repair, or clear jammed work from powered machinery. It does not apply to cord and plug connected machines or equipment for which the hazards of unexpected start-ups is controlled by unplugging it from the energy source and by the plug being under the exclusive control of the person performing the service or maintenance. The department manager, lead, and/or designated meat associate, with assistance from the installation/DeCA area safety office, must evaluate their operations that use powered machinery to determine if lock out/tag out procedures are required.

a. **Lockout or tagout determination.** If a machine's energy isolating device, i.e., circuit breaker or other main power switch, is capable of being locked out (off), the device shall be locked out. After January 2, 1990, whenever replacement or major repair, renovation, or modification of a machine or of equipment is performed and whenever new machines or equipment are installed, if an energy isolating device is not capable of being locked out, a tag device must be used at the same location where a lockout device would have been used.

b. When it is determined lockout/tagout procedures are required, each store will establish a written program describing how the program will be implemented assigning responsibilities, identifying which machines are affected and how training will be accomplished. The meat department manager will develop written procedures for each individual piece of powered machinery or equipment affected by lockout/tagout. Assistance should be obtained from the DeCA area safety manager or the installation safety officer to develop these procedures. Included will be specific statements identifying tasks that make use of the procedure necessary, steps for shutting down energy source, placement, removal, and transfer, when necessary, of locks and tags.

(1) The meat department manager, lead, and/or designated meat associate will serve as the department's "authorized employee/associate" for the meat department. This individual is responsible for locking out or tagging out the equipment prior to performing maintenance or cleaning.

(2) A lock or tag shall not be removed by anyone except the person who installed it. An exception to this rule may occur if the authorized employee/associate who installed the lock/tag is not available to remove it; then, it may be removed under the direction of the SD or designee, provided that specific procedures and training on the procedure have been developed and written into the lockout/tagout program. The procedure must provide equivalent safety to the removal of the device as the one used by the employee/associate who installed it.

(3) **Requirements for Contractors.** Whenever contractor personnel, installation or private, are servicing or maintaining machines or equipment requiring lockout/tagout, the



contractor and store management shall inform each other of their respective lockout/tagout procedures. Store management shall immediately inform all employee/associates who may be affected of the contractor's lockout/tagout procedures.

c. Procedures to lockout/tagout equipment:

(1) Notify all affected employee/associates that the equipment will be shut down and locked.

(2) Shut the equipment down by normal stopping procedure, i.e., depress stop button, open switch, etc.

(3) De-activate the energy isolating device(s) so the equipment is isolated from the energy source.

(4) Lockout/tagout the energy isolating device(s) with the assigned lock/tag.

(5) Dissipate or restrain stored or residual energy by methods such as grounding, repositioning, blocking, bleeding down, etc.

(6) Ensure the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

**CAUTION:** Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

(7) The equipment is now locked/tagged out.

d. Procedure to restore equipment to service:

(1) Check the equipment and the immediate area around it to ensure non-essential items have been removed and that the equipment components are operationally intact.

(2) Check the work area to ensure all employees/associates have been safely positioned or removed from the area.

(3) Verify that the controls are in neutral (off).

(4) Remove the lock out/tag out device and reenergize the equipment.

(5) Notify affected employees/associates that the servicing or maintenance is completed and the equipment is ready for use.

e. **Employee/Associate Training.** Training will be provided to ensure the purpose and functions of the lockout/tagout program are understood by supervisors and employees/associates

and the knowledge and skills required for the safe application, usage, and removal of energy controls are acquired by authorized users. Training shall be documented in the remarks section of each DeCAF 30-72, Employee Safety and Health Training Record. Retraining shall be provided whenever authorized or affected employees/associates have a change in machines or equipment that would be influenced by lockout/tagout procedures; there is a change in machines or equipment that would be influenced by current procedures; or any time there is a change in lockout/tagout procedures for any reasons.

**14-6. SAFE OPERATING OF MACHINERY AND EQUIPMENT.** The meat department manager will maintain manufacturers' manuals for all machinery and equipment under their control. In absence of these, they will develop local operating instructions to include job safety, maintenance, lubrication, and inspection. Ensure replacement manuals are requested through your local equipment representative. Such instructions will identify operator and maintenance technician responsibilities. Machines will not be left unattended while operating and will not be operated unless all guards are securely in place and operational. Personnel will be trained by the supervisor or a designated trainer prior to operating machinery or equipment. Training will include proper operation, safety precautions, hazard recognition, lockout/tagout, and emergency shutdown procedures for each piece of equipment they will use. Personnel must demonstrate their ability to operate the machine properly and safely. Additionally, supervisors will inform operators of those repairs they are authorized to perform and will train them in proper maintenance procedures. Supervisors will maintain a list of personnel qualified to operate and maintain equipment. DeCAF 30-72, Employee Safety and Health Training Record will be annotated to reflect this training.

**14-7. HAZARD IDENTIFICATION.** Job hazard analysis (JHA) is a technique that focuses on job tasks as a way to identify potential unsafe working procedures. It focuses on the relationship between the worker, the task, the tools, and the work environment. The JHA can also be a tool for training new employees in steps required to perform their jobs safely. When prioritizing jobs on which to use JHA, one should consider the following criteria:

- a. Highest injury/illness rates.
- b. Potential to cause severe or disabling injuries even if there is no history of previous accidents.
- c. Jobs in which one simple human error could lead to a severe accident or injury.
- d. Jobs that are new to the operation or have undergone changes in processes and procedures.
- e. Complex enough to require written instructions.

**14-8. LOCATION AND USE OF EMERGENCY AND FIRE PROTECTION**

**EQUIPMENT.** Management will inform employees, associates and contractors on the number of fire extinguishers available and point out the locations nearest to the meat department.

- a. Explain to the employees, associates and contractors where fire alarm pull boxes are located in the meat department or in the sales area nearest the meat department and the fire evacuation routes to use.
- b. Point out additional exits, fire extinguishers, and equipment located throughout the facility. Employees/associates should be familiar with their location in the event they are away from their work area when an emergency occurs or normal designated exit routes are blocked.
- c. Any employee, associate and contractor discovering a fire should sound a verbal alarm, pull the nearest fire alarm box, and evacuate the building. As management exits the building, they will check the work area to ensure everyone has departed as they exit the building. All personnel must assemble at a pre-designated area where management will check to determine if all employees/associates are present.

**14-9. MANUAL MATERIAL HANDLING.**

- a. Proper lifting techniques.
  - (1) Position feet correctly by placing feet apart for balance, with one foot to rear of the object and the other foot slightly ahead of the other and to the side of the object.
  - (2) Crouch close to the object--crouching is preferred to squatting. Stay close to the object to minimize strain on back muscles.
  - (3) Full palm grasp pick up. Do not attempt to pick up the objects with finger tips. Ensure the load is free of slippery, greasy, or sharp points which could cause injury. Use suitable gloves when necessary.
  - (4) Always keep the back as straight as possible. It may not be possible to keep the back straight in the vertical plane, but avoid arching the back. Bend from the hips and not from the middle of the back.
  - (5) Use kinetic leg lift. With the arms, slide the object toward the body to give it some motion (kinetic energy). At the same time, lift the object with the legs and bring the back to a vertical position. Keep the object close to the body while lifting.
- b. Individual lifts of items/product weighing more than 51 pounds should be avoided. Two or more individuals should be assigned to perform this task.
- c. Power industrial trucks (PIT) or material handling equipment (MHE), powered and non-powered, shall be used whenever possible to reduce frequency of manual lifts and travel distance for carrying tasks.

d. Storage layouts should be configured to discourage stacking product higher than shoulder height to reduce overhead lifts. Manufactured storage racks or additional pallets should be used to raise boxed product approximately 8-12 inches above the floor level to reduce potential strains from low lifts. Similar practice of elevating pallets off the floor should be used during receiving and check-in process.

#### **14-10. MISCELLANIOUS SAFETY INFORMATION.**

a. **Reporting Hazards.** Unsafe equipment, conditions or procedures must be reported to the supervisor(s) immediately. It is recommended to first discuss the hazard with the supervisor. DeCAF 30-66, Hazard Report (Figure 14-2), is available to formally report a hazard. The immediate supervisor, SD, or safety representative should follow-up on correcting unsafe equipment or conditions in the commissary.

b. **Reporting Accidents.** All job-related injuries/illness and property damage accidents will be reported to the supervisor immediately. If necessary, it is the supervisor's responsibility to investigate by preparing DeCAF 30-301, Injury and Illness Incident Report (Figure 14-3), and DeCAF 30-111, Accident Report (Figure 14-4).

c. Only trained personnel are authorized to operate PIT/MHE, e.g., forklifts and battery operated pallet jacks. A certificate providing evidence of this training will be maintained for each individual and training will be documented on DeCAF 30-72, Employee Safety and Health Training Record. Prior to offloading trucks with forklifts, the operator shall ensure the delivery vehicle has been chocked or restrained by the dock's locking device and the cargo area locking device and that the cargo area of the truck is in good repair and able to support the weight.

d. **Cardboard Baler.** Meat department personnel may operate the cardboard baler only if they are trained to use the baler and are authorized in writing by the SD or his designee. Stay clear of baling operations when not involved in the process.

e. **Emergency Eye/Face Wash.** Access to the emergency eye/face wash station will be unobstructed to permit ready access. The emergency eyewash unit will be flushed weekly for three minutes. Portable, self-contained eyewash units are not authorized. The meat department manager will maintain an in-house log sheet to record the initials of the individual performing the weekly maintenance and the date of its occurrence. This log shall be maintained for at least for a one year time period.

f. **Cold Storage Areas.** All freezer/cooler doors will be checked to ensure the emergency door escape mechanism functions properly. These areas will be visibly checked for occupants prior to locking. All light units will be checked to ensure their protective housing/cover is in place and secured. Work areas will be organized with designated storage areas and marked aisle/passageways. Aisles/passageways will be unobstructed and maintained in as dry condition as possible.

g. Loose fitting clothing, neckties, finger rings, bracelets, watches, and other apparel that may become tangled in moving machinery, power transmission apparatus, or moving parts will

not be worn. However, wedding bands may be worn provided they do not present a safety hazard and wear is approved by the meat manager. Hair nets, caps, and beard restraints will be worn to keep hair under control and safely away from moving machinery, power transmission apparatus, or moving parts.

h. Water/moisture proof caps on electrical receptacles located in wet/damp areas will be provided to properly seal the device. Missing or damaged caps will be repaired and/or replaced upon discovery.

<b>HAZARD REPORT</b> <small>(For use of this form, see DeCAD 30-17, OPR is HS.)</small>		
<i>This form is provided for the assistance of any complainant and is not intended to constitute the exclusive means by which a complaint may be registered with the Activity. (Reference OSHA Poster (DeCAF 30-2272) on rights of employees and their representatives.)</i>		
<b>Person reporting this hazard is:</b> (check one) <input type="checkbox"/> Employee <input type="checkbox"/> Representative of employees <input type="checkbox"/> Other _____ <small>(Specify)</small>		
<b>believes that a job safety or health hazard exists:</b>		
<b>PLEASE INDICATE YOUR DESIRE:</b>		
<input type="checkbox"/> I DO NOT WANT MY NAME REVEALED TO THE OFFICIAL IN CHARGE. <input type="checkbox"/> MY NAME MAY BE REVEALED TO THE OFFICIAL IN CHARGE.		
<b>DOES THIS HAZARD(S) POSE IMMEDIATE POTENTIAL FOR SERIOUS PERSONAL INJURY/PROPERTY DAMAGE?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(If "yes", immediately contact your supervisor or safety representative.)</small>		
NAME OF OFFICIAL IN CHARGE	TELEPHONE	DeCA ACTIVITY
EXACT LOCATION OF HAZARD (Room, Office, Dept., etc.)		
<b>1. KIND OF OPERATION</b>		
<b>2. DESCRIBE BRIEFLY THE HAZARD WHICH EXISTS THERE, INCLUDING THE APPROPRIATE NUMBER OF EMPLOYEES EXPOSED TO OR THREATENED BY SUCH HAZARD.</b>		
<b>3. LIST BY NUMBER AND/OR NAME THE PARTICULAR OCCUPATIONAL SAFETY AND HEALTH STANDARD(S) WHICH MAY HAVE BEEN VIOLATED.</b> <small>(if known)</small>		
<b>4.a. TO YOUR KNOWLEDGE, HAS THIS HAZARD BEEN THE SUBJECT OF ANY UNION/MANAGEMENT GRIEVANCE OR HAVE YOU (OR ANY-ONE YOU KNOW) OTHERWISE CALLED IT TO THE ATTENTION OF, OR DISCUSSED IT WITH THE EMPLOYER OR ANY REPRESENTATIVE?</b>		
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		
<b>b. IF YES, PLEASE GIVE THE RESULTS, INCLUDING ANY EFFORTS BY MANAGEMENT TO REDUCE THE SEVERITY OR ELIMINATE THE HAZARD.</b>		
<b>EMPLOYEE INFORMATION</b>		
DUTY LOCATION	TELEPHONE	DATE
TYPED OR PRINTED NAME OF EMPLOYEE OR EMPLOYEE REPRESENTATIVE	EMPLOYEE'S SIGNATURE	

SECTION II HAZARD INVESTIGATION INFORMATION		
<b>1. INITIAL INVESTIGATOR INFORMATION:</b>		
a. NAME	d. DATE REPORT RECEIVED	
b. ACTIVITY/OFFICE	e. DATE(S) OF INVESTIGATION	
c. PHONE NUMBER	f. E-MAIL ADDRESS	
<b>2. INITIAL INVESTIGATION FINDINGS</b> <i>(include standard(s) cited and RAC)</i>		
<b>3. INITIAL RECOMMENDATIONS</b> <i>(List all possible corrective recommendations)</i>		
<b>4. INITIAL ACTION TAKEN/PROPOSED</b> <i>(Provide both interim and final, if applicable)</i>		
5. NEED FOR DeCAF 30-67, Hazard Abatement Plan <i>(if fix will take longer than 60 days)</i>		
HAZARD ABATEMENT PLAN CASE NUMBER		
<b>6. ORIGINATOR APPEAL OPTIONS:</b>		
a. APPEALED TO DeCA REGION	DATE FORWARDED	RESPONSE DATE
b. APPEALED TO DeCA HQ	DATE FORWARDED	RESPONSE DATE
c. APPEALED TO DoD SAFETY	DATE FORWARDED	RESPONSE DATE
d. APPEALED TO OSHA FAP	DATE FORWARDED	RESPONSE DATE
<b>7. FACILITY'S MANAGER INFORMATION:</b>		a. CONCUR WITH INITIAL INVESTIGATION FINDINGS (Y / N)
b. NAME	c. SIGNATURE	
d. TITLE	e. DATE	
f. EXPLANATION OF NONCONCUR <i>(block 7a)</i>		

<b>INJURIES AND ILLNESSES ACCIDENT REPORT</b> <small>Reference DeCAM 30-17.1; OPR is DeCA/HS</small>			
NAME OF DeCA FACILITY:		DeCA FACILITY ZIP CODE:	
COMPLETED BY:			
TITLE:			
PHONE:		DATE:	
SECTION I			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><small>This <i>Injury and Illness Accident Report</i> is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the <i>Log of Work-Related Injuries and Illnesses</i> (OSHA 300) and the accompanying <i>Summary</i> (OSHA 300A) these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.</small></p> <p><small>Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form.</small></p> </div> <div style="width: 45%;"> <p><small>According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule and DeCAD 30-17, you must keep this completed form on file for 5 years following the year to which it pertains.</small></p> <p><b>Attention:</b> This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.</p> </div> </div>			
INFORMATION ABOUT THE EMPLOYEE / INDIVIDUAL			
1. FULL NAME:			
2. STREET:		CITY:	STATE:
ZIP:	3. DATE OF BIRTH (mm/dd/yyyy):		
4. DATE HIRED:		5. <input type="checkbox"/> Male <input type="checkbox"/> Female	
INFORMATION ABOUT THE PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL			
6. NAME OF PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL			
7. IF TREATMENT WAS GIVEN AWAY FROM THE WORKSITE, WHERE WAS IT GIVEN?			
FACILITY:			
STREET:			
CITY:		STATE:	ZIP:
<p style="text-align: center;">8. WAS EMPLOYEE TREATED IN AN EMERGENCY ROOM?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p style="text-align: center;">9. WAS EMPLOYEE HOSPITALIZED OVERNIGHT AS AN IN-PATIENT?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			

DeCA Form 30-301, Feb 2010

Supersedes DeCAF 30-69, Sep 2003  
Page 1 of 4

**Injuries and Illnesses Accident Report, Page 1**  
**Figure 14-2**



INFORMATION ABOUT THE CASE	
10. CASE NUMBER:	11. DATE OF INJURY OR ILLNESS:
12. TIME EMPLOYEE BEGAN WORK:	<input type="checkbox"/> CHECK IF TIME CANNOT BE DETERMINED
13. TIME OF EVENT:	
<b>14. WHAT WAS THE EMPLOYEE / INDIVIDUAL DOING JUST BEFORE THE INCIDENT OCCURRED?</b> Describe the activity, as well as the tools or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."	
<b>15. WHAT HAPPENED?</b> Tell us how the injury/illness occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."	
<b>16. WHAT WAS THE INJURY OR ILLNESS?</b> Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain", or "sore." Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."	
<b>17. WHAT OBJECT OR SUBSTANCE DIRECTLY HARMED THE EMPLOYEE/INDIVIDUAL?</b> Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.	
<b>18. IF THE EMPLOYEE/INDIVIDUAL DIED, WHEN DID DEATH OCCUR?</b> Date of Death	

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Page 2 of 4

**Injuries and Illnesses Accident Report, Page 2**  
**Figure 14-2**

DeCAF 30-301 INJURIES AND ILLNESSES ACCIDENT REPORT (CONTINUATION SHEET)		INITIAL: <input type="checkbox"/>	CHANGE: <input type="checkbox"/>
SECTION II - FACTUAL INFORMATION			
EDI OSHA TRACKING NUMBER			
1. PERSONNEL CLASSIFICATION: (CHECK ONE OR FILL IN 'OTHER' FIELD):			
<input type="checkbox"/> DeCA U.S. CIVILIAN	<input type="checkbox"/> DeCA LN	<input type="checkbox"/> DeCA CASU	<input type="checkbox"/> DeCA MILITARY
<input type="checkbox"/> PATRON	<input type="checkbox"/> VENDOR	<input type="checkbox"/> OTHER CONTRACTOR	OTHER <input type="checkbox"/>
2. OCCUPATIONAL SERIES:		3. TITLE:	
4. INJURY OR ILLNESS:		4.a. INJURY TYPE	
4.a 1. OTHER INJURIES DEFINED:		4.b. ILLNESS TYPE	
4.b 1. OTHER ILLNESS DEFINED:		5. ACCIDENT CLASS:	
6. GRADE/RANK:		7. ACCIDENT CLASSIFICATION:	
8. NUMBER OF DAYS AWAY FROM WORK:		9. NUMBER OF RESTRICTED OR JOB TRANSFER DAYS:	
10. PERSONAL PROTECTIVE EQUIPMENT REQUIRED (Y / N):		11. PERSONAL PROTECTIVE EQUIPMENT USED (Y / N):	
12. INJURY THE RESULT OF A GOVERNMENT VEHICLE OR POV (WHILE ON OFFICIAL BUSINESS) OPERATIONS (Y / N):			
13. SEAT BELT USED (Y / N / NA):		14. LOCATION OF THE ACCIDENT:	
SECTION III - INVESTIGATION			
15. DESCRIBE ROOT CAUSE OF ACCIDENT AND PROVIDE THE CORRECTIVE MEASURE(S) TAKEN AS A RESULT OF THE ACCIDENT:			
16. DESCRIBE ANY LESSON(S) LEARNED FROM THE ACCIDENT:			
17. WAS INDIVIDUAL TRAINED TO PERFORM THE TASKS NOTED ON PAGE 2, SECTION 1, QUESTION NUMBER 14 (Y / N):			
<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If no, explain in block 19</i>			
18. WAS INDIVIDUAL PERFORMING THE TASKS NOTED ON PAGE 2, SECTION 1, QUESTION NUMBER 14 AS TRAINED (Y / N):			
<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If no, explain in block 19</i>			
19. ANY ADDITIONAL COMMENTS:			
SECTION IV - REVIEW			
20.	REVIEWING OFFICIALS	REVIEWING OFFICIALS' NAMES	OFFICIALS' PHONE NUMBERS
	FACILITY LEVEL		
	ZONE MANAGER		
	REGION MANAGEMENT		
	AGENCY HEADQUARTERS		

**Injuries and Illnesses Accident Report, Page 3**  
**Figure 14-2**

<p><b>Section II-Factual Information</b> <b>Drop Down Menu Options</b></p> <p><b><u>Block 4, Injury or Illness:</u></b> Blank Injury Illness</p> <p><b><u>Block 4.a., Injury Type:</u></b> Blank Struck By/Against Caught on/in/between, Punctured/Cut Contact Exertion-Single Action Traveling In Other</p> <p><b><u>Block 4.b., Illness Type:</u></b> Blank Skin Disorder Poisoning Hearing Loss Exertion-Repeated Action Other</p> <p><b><u>Block 5, Accident Class:</u></b> Blank A B C D</p> <p><b><u>Block 7, Accident Classification:</u></b> Blank Death Days Away From Work Job Transfer Job Restriction Other-Med Treat Beyond First Aid Other-Loss of Consciousness Other-Significant Injury/Illness Other-Needlestick Injury Other-Hearing Loss Other-Tuberculosis First Aid-Not Recordable Reported-Not Recordable</p>	<p><b><u>Block 10, Personal Protective Equipment</u></b> Required (Y/N) Blank Y N</p> <p><b><u>Block 11, Personal Protective Equipment Used (Y/N):</u></b> Blank Y N</p> <p><b><u>Block 12, Injury the Result of a Government Vehicle or POV (While on Official Business) Operations (Y/N):</u></b> Blank Y N</p> <p><b><u>Block 13, Seat Belt Used (Y, N, N/A):</u></b> Blank Y N N/A</p>
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**Injuries and Illnesses Accident Report, Page 4**  
**Figure 14-2**

DeCA PROPERTY DAMAGE ACCIDENT REPORT				
Reference DeCAM 30-17.1; OPR is DeCA/HS				
SECTION I - IDENTIFICATION				
1. FACILITY NAME		2. HQ/REGION	3. ZONE	4. CASE NUMBER
5. DATE	7. EXACT LOCATION OF ACCIDENT			
6. TIME				
8. ACCIDENT CLASSIFICATION	10. If personal injury, provide DeCAF 30-301 Case Number (SECTION I, block 10) reference(s).			
9. STATUS (Initial or change)				
SECTION II - PROPERTY OR EQUIPMENT INVOLVED				
COMPLETE ITEM DESCRIPTION (Manufacturer Name, Model, Type)	OWNERSHIP (DeCA/Non-DeCA)	DAMAGE DESCRIPTION	COST	
1.				
2.				
3.				
SECTION III - ACCIDENT NARRATIVE				
Provide factual account of accident.				
SECTION IV - INVESTIGATIVE FINDINGS				
1. Environmental conditions that may have caused or contributed to accident:				
2. Unsafe act or condition that may have caused or contributed to accident:				
3. Material failure or function that may have caused or contributed to accident (what failed and how):				
SECTION V - COUNTERMEASURE RECOMMENDATION(S)				
Provide recommendations to fix and avoid reoccurrence.				
SECTION VI - COMPLETING & REVIEWING OFFICIALS				
1. COMPLETING: NAME		TITLE	PHONE NO.	
2. REVIEWING LEVEL:	FACILITY	ZONE	REGION	HEADQUARTERS
REVIEWER'S NAME				
PHONE NUMBER				

DeCA Form 30-111, Feb 2010

DeCA Property Damage Accident Report  
Figure 14-3

## GLOSSARY

### ACRONYMS

<b>ACED</b>	Automated Commissary Equipment Description
<b>ACT</b>	actual cutting test
<b>AIMS</b>	Accounting and Inventory Management System
<b>AIS</b>	Automated Information System
<b>BDO</b>	blanket delivery order
<b>BPA</b>	blanket purchase agreement
<b>CAO</b>	Computer Assisted Ordering
<b>CBU</b>	Contract Business Unit
<b>CMPP</b>	Central Meat Processing Plant
<b>CONUS</b>	Continental United States
<b>COOL</b>	Country of Origin Label
<b>CSO</b>	Commissary Support Office
<b>DeCA</b>	Defense Commissary Agency
<b>DeCAD</b>	Defense Commissary Agency Directive
<b>DeCAF</b>	Defense Commissary Agency Form
<b>DeCAH</b>	Defense Commissary Agency Handbook
<b>DeCAM</b>	Defense Commissary Agency Manual
<b>DIBS</b>	DeCA Interactive Business System
<b>DoD</b>	Department of Defense
<b>DODAAC</b>	Department of Defense Activity Address Code
<b>DOORS</b>	DeCA Overseas Ordering and Receiving System
<b>DOT</b>	Department of Transportation
<b>DRMO</b>	Defense Reutilization and Marketing Office
<b>DSD-S</b>	Direct Store Delivery-Single
<b>FDA</b>	Food and Drug Administration
<b>FDS</b>	Frequent Delivery System
<b>FIFO</b>	first in, first out
<b>GPLD</b>	Government Property Lost or Damaged
<b>HHT</b>	hand-held terminal
<b>IAW</b>	in accordance with
<b>JHA</b>	job hazard analysis
<b>KO</b>	contracting officer

<b>LE</b>	Logistics and Engineering Group
<b>LEAAS</b>	Acquisition Management Directorate, Enterprise Acquisition Division
<b>MBU</b>	Marketing Business Unit
<b>MFI</b>	Medical Food Inspector
<b>MHE</b>	material handling equipment
<b>MOU</b>	memorandum of understanding
<b>MP</b>	Sales, Marketing & Policy
<b>MPR</b>	Resale Contracting Directorate
<b>MSDS</b>	material safety data sheet
<b>NSF</b>	National Sanitation Foundation
<b>OCONUS</b>	Outside Continental United States
<b>OJT</b>	On the Job Training
<b>OOP</b>	Overseas Ordering Point
<b>OSA</b>	Overseas Acquired
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PDO</b>	Property Disposal Office
<b>PIIN</b>	Personal Identification Number
<b>PINN</b>	Procurement Identification Number
<b>PIT</b>	power industrial trucks
<b>PLU</b>	Price Look Up
<b>POC</b>	point of contact
<b>POS</b>	point-of-sale
<b>PPE</b>	personal protective equipment
<b>QAE</b>	quality assurance evaluator
<b>RF-HHT</b>	radio frequency – hand held terminal
<b>RO</b>	record of operations
<b>ROR</b>	Requisition Order Receipt
<b>RTC</b>	requirements type contract
<b>SD</b>	Store Director
<b>SDO</b>	Office of the Store Director
<b>SME</b>	subject matter expert
<b>SOS</b>	Store Support Directorate
<b>UPC</b>	Universal Product Code
<b>USDA</b>	United States Department of Agriculture
<b>ZM</b>	Zone Manager
<b>WMS</b>	Warehouse Management System